DOCUMENT RESUME

ED 274 812 CE 045 182

AUTHOR	Pawasarat, John; Quinn, Lois M.
TITLE	The GED as a Measure of Readiness for Employment.
INSTITUTION	Wisconsin Univ., Milwaukee, Employment & Training Inst.
SPONS AGENCY	Wisconsin State Dept. of Public Instruction, Madison.
PUB DATE	Jun 86
NOTE	75p.
PUB TYPE	Reports - Research/Technical (143)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Adult Education; *Apprenticeships; Building Trades; *Educational Certificates; Employer Attitudes; *Employment Practices; *Employment Qualifications; *High School Equivalency Programs; Reading Achievement; *Student Certification; Trade and Industrial Education
IDENTIFIERS	*General Educational Development Tests

ABSTRACT

This study examined the use of the General Educational Development (GED) credential as a measure of readiness for employment. Section I provides a summary of research in this area. The literature review revealed that very little research is available on how employers treat the GED when hiring and promoting employees, that GED holders in the U.S. Armed Forces have poor attrition rates, and that GED holders expected and found better jobs. Section II presents results of a random sample of 2,253 Wisconsin employers for attitudes toward the GED and hiring practices. Findings show the GED credential is well received and considered by most employers to be equivalent to a high school diploma. Section III reports a survey of 13 apprenticeship committees in the Milwaukee area. Findings indicate that construction trades surveyed accept the GED holder for apprenticeship programs (except the electricians who require a high school diploma), but most also require a 10th- to 11th-grade reading level. Section IV examines the experience of GED holders applying for three entry-level positions with county government. (Data on the reading scores of 166 GED holders receiving general assistance payments are briefly analyzed. Appendixes include survey instruments; a list of criteria used by Wisconsin Department of Industry, Labor, and Human Relations for annual wage survey; hourly wages and job titles for GED holders hired in 1985; the education and work experience required for positions with Milwaukee County; and a three-page list of references. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED274812

THE GED AS A MEASURE OF READINESS FOR EMPLOYMENT

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Peterson

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE045182

UNIVERSITY OF WISCONSIN – MILWAUKEE

EMPLOYMENT & TRAINING INSTITUTE

ETI is a program of the Division of Outreach and Continuing Education

BEST COPY AVAILABLE

THE GED AS A MEASURE OF READINESS FOR EMPLOYMENT

by John Pawasarat
Lois M. Quinn

Prepared for

Robert P. Sorensen - State Director, Wisconsin Board of Vocational, Technical and Adult Education System

Herbert J. Grover - State Superintendent of Public Instruction

Prepared by the

UNIVERSITY OF WISCONSIN-MILWAUKEE
EMPLOYMENT & TRAINING INSTITUTE

Philip E. Lerman	-	Director
John Pawasarat Lois Quinn	-	Project Coordinators
Dorothy E. Smith	-	Program Assistant
Peter Reynolds Patricia Augustin	-	Research Assistants

June, 1986

INTRODUCTION

There are an estimated 47 million Americans who should be in high school and are not or who never received a high school diploma. Every year one million youngsters drop out of school. In Wisconsin, over 800,000 adults ages 25 years and over have not completed high school. Studies by the United States Department of Labor (1984, 1982) and the Census Bureau (1981) have documented that high school dropouts represent the highest incidence of those persons unemployed under normal economic circumstances.

In 1984 persons ages 25 to 64 who completed four years of high school had an unemployment rate of 7.2 percent, compared with a rate of 11.6 percent for grade school completers and 12.4 percent for persons with one to three years of high school. For young people the statistics are even more devastating. In 1981 the unemployment rate for high school dropouts ages 16 to 24 was nearly double the rate for high school graduates. Studies by the Bureau of the Census also have demonstrated that a person's employment level and earnings over a lifetime are directly proportional to the years of schooling completed.

This study examines the use of the GED credential as a measure of readiness for employment. It provides a summary of research in this area, results of a random sample of Wisconsin employers, the policies of the thirteen construction trade apprenticeship programs in the Milwaukee area, and a summary of the experience of 407 GED holders applying for three civil service positions with Milwaukee County.

Funding support for this research was provided by the Milwaukee Foundation, the State Board of Vocational, Technical and Adult Education, and the Graduate School of the University of Wisconsin-Milwaukee. We appreciate the cooperation of William O'Donnell, County Executive of Milwaukee County, James Krivitz, Director of the Milwaukee County Department of Human Resources, and James Elliott, President of the Milwaukee Building and Construction Trades Council, in conducting the research for this report.

SUMMARY OF FINDINGS

How Do GED Holders Perform on the Job?

- The only large-scale studies of the performance of GED holders on the job have been conducted by the U.S. Department of Defense. Their extensive research has shown that GED holders in the military perform much worse than high school graduates. Dropout rates are double those of graduates and similar to those of high school non-completers. As a result all four services require high school dropouts and GED holders to attain higher enlistment aptitude test scores than high school graduates on the Armed Forces Qualification (aptitude) Test.

How Do Wisconsin Employers View the GED?

- 2,253 Wisconsin employers from a randomly selected sample of 6,163 companies responded to the University of Wisconsin-Milwaukee Employment and Training Institute's survey. Respondents revealed general acceptance of the GED certificate as a high school equivalency credential.

- Familiarity with the GED credential ranged from 80 percent of employers with less than 10 fulltime workers to 100 percent of the companies with 250 or more employees.

- 78 percent of employers responding said that they consider the GED certificate as acceptable as a high school diploma, 14 percent said they do not consider the GED certificate as acceptable, and 8 percent checked "Don't know."

- 48 percent of respondents hiring recent high school graduates said that they prefer the high school diploma when hiring, and 52 percent said they consider the high school diploma and the GED certificate equal. 0.2 percent of respondents (6 employers) preferred the GED certificate over the high school diploma.

- Companies were asked to estimate the number of new employees hired last year who were high school graduates, GED holders and high school dropouts. GED holders made up 8 percent of all reported new persons hired; high school graduates, 88 percent; and high school dropouts, 4 percent. (GED certificates comprise about 15 percent of high school credentials issued in Wisconsin each year.)

- The median wage reported for new GED holders last year was $4.67 per hour. 64 percent of the wages paid were under $5.00 per hour. The highest average wages were paid in the construction industry. The lowest wages (averaging the minimum wage of $3.35) were paid in the recreation, food and lodging industries.

The Acceptance of the GED Certificate in Major Construction Apprenticeship Programs in the Four-County Greater Milwaukee Area

- The majority of construction apprenticeship programs in the Milwaukee area require applicants to perform at or above the 40th percentile on a battery of tests administered by Milwaukee Area Technical College. The required score on the reading test is the equivalent of an 11th or 12th grade reading level.

- For GED applicants who pass the admissions tests, the GED credential is considered as acceptable at a high school diploma by 10 of 13 apprenticeship committees. Four committees require GED holders to have completed at least two years of high school.

- When hiring applicants, eight prefer the high school diploma and four consider them equal. The electricians accept only high school graduates.

- GED holders made up 7 percent of new construction apprentices in the Milwaukee area in 1985.

Experience of GED Holders Applying for Entry-Level Positions with Milwaukee County

The Employment and Training Institute reviewed the applications, written test scores, and performance tests (where applicable) of 2,598 persons applying for three entry-level positions with Milwaukee County government. Two factors limited the usefulness of the data obtained. Only 48 persons were hired for these positions. Because the positions paid more than many private sector companies, most applicants had considerable post-secondary education and training well above the level required for the positions.

- All 5 of the GED holders hired had post-secondary education. Of the 43 high school graduates hired, 31 had post-secondary education and 12 had no schooling beyond high school.

- GED holders made up 16 percent of the 2,598 applicants for the three positions analyzed (clerk typist I, clerk typist II, security officer). 15 percent of the persons making the eligibility lists were GED holders. 10 percent (5 persons) of the 48 new employees hired were GED holders.

- 31 percent of GED holders with no post-secondary training made the eligibility lists for the three positions, compared to 43 percent of high school graduates with no post-secondary training.

Reading Skills of GED Holders

The Employment & Training Institute secured information on the reading skills of GED holders from three disparate sources: a study of General Assistance Program (welfare) recipients in Milwaukee County, applicants for VTAE programs at the Milwaukee Area Technical College, and applicants for admission to the University of Wisconsin-Milwaukee. In all cases, there were GED holders with high school (and above) reading levels. However, there were also substantial numbers of GED holders who could not read at a high school level.

General Assistance Recipients

In Summer of 1985, the Urban Research Center of the University of Wisconsin-Milwaukee conducted a demographic study for Milwaukee County of 1,983 persons on General Assistance (welfare) who were involved in the Work Relief Program. The group included 172 GED holders, 1,107 high school non-completers, and 692 high school graduates.

One-hundred sixty-six GED holders were given the Wide Range Achievement Tests (WRAT), whose results are reported in grade levels. Of the 166 persons tested, 107 read at below a 9th grade level and 20 read at a 6th grade level or below.

GED HOLDERS ON GENERAL ASSISTANCE TESTED IN READING

MILWAUKEE COUNTY: SUMMER, 1985.

Reading Level on WRAT Test	Number of GED Holders	Percent of Group	Cumulative Percent
2nd - 5th grade	15	9.0%	9.0%
6.0 - 6.9 grade	5	3.0	12.0
7.0 - 7.9 grade	50	30.1	42.1
8.0 - 8.9 grade	37	22.3	64.4
9.0 - 9.9 grade	19	11.5	75.9
10.0 and above	40	24.1	100.0
TOTAL #	166	100.0%	

Six persons refused to take the test.

TABLE OF CONTENTS

	Page
Introduction	ii
Summary of Findings	iii
SECTION I: LITERATURE SURVEY OF THE USE OF THE GED TO MEASURE READINESS FOR EMPLOYMENT	1
A. Surveys of Employers.	2
B. Surveys of GED Holders	5
C. Performance in the Military	7
D. Studies of Performance on the Job by GED Holders	9
SECTION II: SURVEY OF WISCONSIN EMPLOYERS	10
A. Familiarity with the GED Credential	10
B. Acceptance of the GED Certificate	11
C. Credential Preferred When Hiring	12
D. New Employees Hired in 1985	13
E. GED Holders Hired in 1985	13
F. Wages Paid GED Holders	14
G. Profile of Survey Respondents	15
SECTION III: ACCEPTANCE OF THE GED IN CONSTRUCTION TRADE APPRENTICESHIP PROGRAMS	19
SECTION IV: THE EXPERIENCE OF GED HOLDERS APPLYING FOR ENTRY-LEVEL JOBS WITH THE MILWAUKEE COUNTY CIVIL SERVICE COMMISSION	22
Appendices	
A. ACE Survey of Employers	28
B. Colorado Dept. of Education Business Survey	30
C. Manitoba Department of Education Survey	31
D. Des Moines Area Community College Survey	32
E. College of Lake County, Illinois Survey	33
F. Letter to Wisconsin Employers from Dr. Herbert Grover	34
G. ETI/DPI Survey Instrument	35
H. Criteria Used by WI DILHR for Annual Wage Survey	36
I. Hourly Wages and Job Titles for GED Holders Hired in Last Year	38
J. Education and Work Experience Required for Positions with Milwaukee County	42
References	53

LIST OF TABLES

	Page
Familiarity with GED Credential by Size of Company	10
Familiarity with GED Credential by Type of Company	11
Acceptance of GED Credential by Size of Company	11
Certification Preferred by Companies--by Type of Business	12
Certification Preferred by Size of Company	12
Companies Hiring New Employees in 1985	13
Respondents Who Hired GED Holders in Last Year	14
Range of Wages Paid to New GED Hirees	14
Average Wages Paid New GED Hirees by Type of Company	15
Responses by Type of Industries	15
Responses by Size of Company	16
Responses by County	17
Familiarity with GED Certificate by Area of State	18
Average Wages Paid New GED Hirees by Area of the State	18
New Construction Apprentices in 1985 (Greater Milwaukee)	19
Information Requirements ofr Apprentice Applicants Major Construction Trades in Greater Milwaukee Area	21
Milwaukee County Applicants for Clerk Typist I Positions	24
Milwaukee County Applicants for Clerk Typist II Positions	25
Milwaukee County Applicants for Security Officer Positions	26

Section I: Literature Survey of the Use of the GED to Measure Readiness for Employment

SUMMARY

Proponents of the General Educational Development (GED) high school equivalency certificate argue that the GED certificate provides a way for high school dropouts to earn a high school degree and opens doors to job opportunities and earnings not available to other dropouts. The Commission on Educational Credits and Credentials recommends that high school equivalency credentials issued on the basis of GED test scores be accepted as meeting high school graduation requirements for purposes of employment, promotion, and licensing in tthe job market. A review of the research literature revealed the following:

1. Very little research is available on how employers treat the GED when hiring and promoting employees. One national and five regional surveys have asked employers questions regarding their treatment of GED holders. Only two of the regional surveys asked whether employers considered the GED as equivalent to a high school diploma when screening job applicants. In one survey, 83 percent of respondents (N=153) indicated that "when all other factors are equal" they considered the GED as equivalent to the high school diploma. In the second survey (which unfortunately included a cover letter biased toward the GED) 31 percent of the respondents (N=8) said "all factors being equal" they would prefer high school graduates over GED holders. Sixty-one percent of the respondents (N=16) said they considered the certificates as equal.

2 One major employer, the United States Armed Forces, has conducted extensive research comparing the performance of high school graduates, GED holders, and high school dropouts. Its studies have shown that twice as many dropouts fail to complete their first term of military service, compared to high school graduates. GED holders perform only slightly better than other dropouts and significantly worse than high school graduates. Even GED holders with high aptitude test scores have poor attrition rates compared with the lowest scoring high school graduates. As a result of these studies, all four military branches require GED holders to meet higher standards than high school graduates in order to be accepted into service.

3. A number of surveys of GED holders have indicated that many GED applicants have high expectations that the GED will enable them to obtain better jobs and earn promotions. In follow-up studies, a majority of GED holders indicated thaty they had found better jobs and a smaller group attributed job promotions to the GED certificate.

A. Surveys of Employers

In the fall of 1983, the American Council on Education surveyed 1,499 members of the American Society for Personnel Administration (Malizio and Whitney, 1984). 643 employers (43%) responded to the two-page questionnaire. The survey failed to ask whether employers viewed the high school diploma and equivalency certificates as equal when hiring new employees. Nearly all employers (96% or more) indicated that they pay high school graduates and equivalency holders the same starting salary for the same work, that they give both groups the same initial level of employment, and that they provide both groups the same opportunity for advancement. Fifty percent of the respondents said obtaining an equivalency credential would enhance non-graduates' opportunities for promotion. Since questions about use of GED scores were lumped together with high school courses and grades, it was not possible to tell how many employers looked at GED scores when considering GED applicants.

Overall, the companies reported that about 18% of their employees were in positions that required less than a high school diploma; 38% were in positions requiring a high school diploma or equivalency certificate; 16% were in positions requiring certification beyond high school, but less than college; and 28% were in positions requiring a college degree. (Survey Instrument, Appendix A.)

Five surveys of regional labor market areas solicited more specific information on employer attitudes toward the GED or high school equivalency certificate.

In 1980, Carson (1983) sent questionnaires to the 360 companies in the Denver SMSA employing 250 or more persons. 184 employers (51%) responded. Responses indicated that:

- 96% of employers said that they accepted the GED credential as evidence of high school skills.

- 83% of respondents said that "when all other factors are equal" they consider the GED certificate and high school diploma as equal.

- 79% of the companies reported that they had positions available to persons not having a high school credential. These jobs included file clerk, lower clerical, maintenance, custodial, food service, bus driver, courtesy clerk, checker, semi-skilled operators, unskilled labor (packers, inspectors, machine operators), entry level telephone operators, key punch operators, service workers, tire recappers, ward and kitchen help, warehouse workers, drivers, stock clerk, assembly and packagers, entry level production, watchman, newspaper delivery, sales, mail clerk, printer, waiter/waitress, bus boy.

- 41% of the companies reported that they had some positions available only to high school graduates or equivalency holders. These positions included professional, administration, management, supervisory, accountants, credit managers, technical apprenticeships, skilled trade and some clerical positions.

- Only 4% of the employers reported awarding salary increases for further educational development. (Survey Instrument, Appendix B.)

In 1980 the Department of Education in the province of Manitoba, Canada surveyed all 2,523 employers with 15 or more workers. 432 employers (17.1%) responded.

- 65% of the respondents said GED credentials are accepted for employment.

- 16% said GED credentials are accepted for employment in specific skill areas.

- 13% said GED credentials are not accepted for employment with their company.

- 13% provided the unsolicited information that they were not familiar with the GED credential. (Survey Instrument, Appendix C.)

The El Paso, Texas Independent School District (1980) sent a 6-question survey to 30 companies employing over 100 workers. Twenty-seven companies (90%) responded.

- Twenty-two companies (81%) said that the GED certificate was as acceptable as a diploma to their company. (One respondent said the GED was not acceptable; four did not reply.)

- 96% of the companies said they had positions available to persons lacking a high school diploma.

- When asked if they request a high school transcript when hiring a worker, 20 companies said "never", 8 said "sometimes", and none said "always".

- When asked what the company looks at first on a high school transcript, 8 companies said courses taken, 5 said grades, and 3 said attendance.

McClung (1977) surveyed 300 employers in Iowa for the Des Moines Area Community College. 82 companies (27% of the total) returned the two-page questionnaire. 93% of the companies indicated that they "desired" high school graduation or high school equivalency for entry-level employment. However, only 26% of the companies "required" such status. Most companies said they would tend to consider more favorably an individual for advancement or promotion if he or she received an adult equivalency diploma. Employers indicated that they viewed achievement of a high school equivalency certificate as an indication of employee motivation, perseverance, and personal commitment. (Survey Instrument, Appendix D.)

Mally and Charuhus (1979) surveyed 100 personnel managers in the Lake County, Illinois area to determine their practices in relation to high school graduates and GED holders. Twenty-six companies responded. The majority of firms responding did not require a high school diploma for most jobs. Unfortunately, the questionnaire was accompanied by a cover letter which

described the GED in glowing terms and the survey ended with an offer to provide GED preparatory classes for the company's employees. With that bias introduced, managers responded to the question, "Do you accept the G.E.D. certificates as a substitute for a high school diploma?" with:

4% - No.
85% - Yes, the certificate alone is adequate.
11% - No answer.

When asked, "All factors being equal, whom would you prefer to hire?", 31% said high school graduates, none said GED holders, and 61% said they considered graduates and GED holders as equivalent. 8% did not respond. Some of the reported employer responses were:

- "Not knocking the G.E.D. It's a great program, but preference is accorded the regular graduate."

- "We would prefer high school graduates when hiring into entry level positions with no previous experience. If an individual has some work experience, educational background becomes secondary except where a specific area is expected."

- [GED is a] "good program -- should be continued."

- "I have [a] half dozen 'diplomas' here that I'd gladly trade for one good worker." (Survey Instrument, Appendix E.)

One final study by Theile and Sloan (1984) appears to be invalid, given the small return rates and self-selection process. They contacted 241 out of 927 successful GED candidates. 88 GED holders gave permission to contact their employers, and 55 employers returned their surveys. 97% of the employees responding said that they were as satisfied with their GED employees as with their high school graduate employees.

B. Surveys of GED Holders

Surveys of employers indicate mixed results on whether promotions are made based on acquisition of an educational degree and provide scanty information on how employers treat GED holders versus high school graduates. Surveys of GED holders are nearly unanimous, however, in showing that certificate holders believe that chances for better jobs and promotion are improved by earning a GED.

The American Council on Education (ACE) conducted a national survey of 12,646 people taking the GED test in Spring, 1980. Three percent of respondents said they took the test to meet present job requirements. Thirty-five percent reported taking the test to meet future job requirements. (Malizio, 1981)

Eighteen months later the ACE contacted 1,906 of these applicants and received responses from 458 persons (24% of the total). They reported:

- 75% of the respondents said they had expected the GED would help them qualify for a new job (18 months earlier) and 52% reported that the test had actually helped them qualify for a new job.

- 35% reported expecting the GED to help them obtain a job promotion and 20% said the GED had actually helped them obtain a promotion.

- 21% of the GED applicants (including candidates who failed) were unemployed at the time of the survey. This rate was higher than the national rate for high school graduates and only slightly lower than the rate for high school dropouts (23%). (Cervero and Peterson, 1982)

Ladner (1984) surveyed 1,000 GED holders in Florida. Five hundred had earned the GED in an "Early Exit" program started by Florida in 1977 to allow 16-year olds and above to leave high school early using the GED route. The other five hundred GED holders, called "Second Chance" candidates, took the GED tests after they had dropped out of high school. Ladner also surveyed 500 conventional high school graduates, whose names were drawn from the same zip codes as the GED holders in order to eliminate possible bias created by drawing students from higher-income areas which contained few GED holders. Ladner found that:

- The conventional high school graduates showed a greater net increase in both job status and income than either GED group. Among the GED graduates, the Early Exit group showed a more rapid increase than the Second Chance group.

- The three groups showed similar patterns of occupational status. With the exception of a slight over-representation of high school graduates in clerical and sales positions and an over-representation of GED holders in precision craft and repair trades, the occupational profiles of the three groups were identical.

- GED holders were substantially less likely to be attending post-secondary school than conventional graduates. Almost half of

the high school graduates were attending college or post-secondary vocational training at the time of the survey, as opposed to about one-fourth of the GED graduates. In addition, high school graduates were four times as likely to be attending a four-year college than the GED holders.

- The period between dropping out of high school dropout and earning the GED represented "dead time" for the Second Chance GED holders. 27% of their time was spent unemployed or unoccupied during this period, as opposed to 14% of their post-diploma time and 17% for the Early Exit GED holders.

In 1984 the Maryland State Department of Education and the GED Testing Service contacted about 1,380 GED holders who completed the tests in 1981 and 1982. (Reed, Malizio and Fields, 1984.) 544 GED holders responded (about 39%). The survey found that:

- About 55% of the respondents expected that taking the tests would help them get a job. About 39% reported that the tests had helped them get a job.

- At the time of initial testing, 40% said they were employed fulltime for pay. During Spring, 1984, about 54% said they were employed fulltime for pay.

- The percentage of people unemployed but seeking work decreased from 23% in 1981-82 to 18% in 1984. (Overall unemployment declined in Maryland during that period from 8.5% in 1982 to 5.3% in July, 1984.)

- Approximately 20% reported salary increases as a result of the GED certificate.

- 73% reported an increase in their self-worth in their ability.

Moraine Valley (Illinois) Community College (Gaskin, 1982) surveyed its GED holders. 55% of the GED holders took the GED in order to go to college; 43% to improve their job skills; and 76% for personal satisfaction. Many reported an increase in self-confidence; 10% got a new or better job; and 37% reported taking a course since passing the GED.

Parker (1976) followed 310 GED holders who earned certificates in Kansas in 1972 and 1973. She reported that 52% of respondents had changed jobs in the first 1-2 years after completing the GED; 33% had salary increases, 12% were on federal assistance (up from 5% at the time of the test); 25% were enrolled in school; and 80% felt that they were functioning in life at a higher level than at the time of GED completion.

Moore (1982) conducted a 5-year follow-up survey of persons taking the GED in Kentucky. Of the 37 adults who took the GED for job-related reasons, 79% did report having obtained employment.

C. Performance in the Military

The military has conducted a number of studies comparing the performance of high school graduates, GED holders and other high school non-completers (Elster & Flyer, 1981; Toomepuu, 1981; Cheatham, 1978; Sinaiko, 1977; Srull, 1974; Flyer, 1959). Studies have examined technical training performance, disciplinary infractions, promotions, leadership ability, and reenlistment eligibility. The most evident differences have been documented in studies of first-term attrition rates. These studies have found that

- High school graduates have almost an 80% probability of completing the first three years of military service, while the probability for non-graduates (including GED holders) has been 60%. (Department of Defense, 1981).

- Adverse attrition rates prior to completing 36 months of service among first-time recruits in 1977, 1978 and 1979 averaged 36% for all non-high school graduate males. (That is, 36% of all high school dropouts accepted in the military were dropped for failure to meet minimum behavior or performance standards.) The average adverse attrition rate for GED holders was 35%. The attrition rate for high school graduates was markedly lower -- 16%. (Lawrence, 1983).

- Because of differences in performance, all four services require high school dropouts and GED holders to attain higher enlistment aptitude test scores than graduates on the Armed Forces Qualification Test (AFQT). Even with these requirements, high school graduates in the lowest acceptable AFQT category still show lower attrition rates than GED holders in the two highest aptitude categories (e.g., 26% vs. 40%, respectively). (Lawrence, 1983).

Presently, all four branches of the military require GED holders and high school dropouts to meet higher aptitude test standards than those required of high school graduate recruits. The Army requires GED holders to earn a minimum AFQT percentile score of 31, compared to 16 percentile score for high school graduates. The Navy requires GED holders to earn a minimum AFQT percentile score of 31, compared to a 17 for high school graduates. The Air Force requires GED holders to earn a minimum AFQT percentile score of 50, compared to a 21 for high school graduates. The Marine Corps does not accept women who are not high school graduates. Men with a GED must earn a minimum AFQT percentile score of 31, compared with 21 for high school graduates.

The debate over military recruitment policies has crystalized several important considerations in examining use of the GED as a predictor of job performance. Lawrence postulates,

> The attributes that enable a student to complete high school rather than drop out are perhaps the "true" determinants of the indivdual's probability of fulfilling the first term of service. That is, perseverance, maturity, participation in group learning situations, tolerance of and adaptability to rules and regulations,

determination, as well as other possible factors involved in completing high school -- rather than whatever educational attainment is represented by the diploma -- are probably the actual correlates of individual success in the military.

Henry Spille of the GED Testing Service argues that the military is misusing high school credentials to screen recruits. He holds that,

> The GED Tests measure educational skills; attrition rates appear to be unrelated to such skills. Thus, the military services are probably misusing the test results and inferring personal characteristics (e.g., persistence, maturation, etc.) for persons who have demonstrated satisfactory educational skills. The characteristics related to attrition in the services should be measured directly by an instrument designed for that purpose (Spille, 1983).

D. Studies of Performance on the Job by GED Holders

Two earlier studies provide helpful models of research on the success of GED holders in specific jobs. Pipho (1965) compared the success of GED holders and regular high school graduates in civil service, vocational and industrial jobs in Colorado. He located 168 GED holders in five occupations (e.g., State Department of Revenue, State Patrol, practical nurses). The GED holders were compared with a comparable group of high school graduates in the areas of formal and informal supervisory ratings, scores on training school tests, length of employment and job promotion records. Pipho found that the GED holders performed as well as high school graduates and that GED holders did not appear to be discriminated against in the five job areas studied.

In the classic study validating the GED Testing Program for returning veterans, Dr. Ralph W. Tyler, one of the authors of the GED tests, gathered information comparing the on-the-job success of GED holders and conventional high school graduates. Thirteen public and private employers provided data on supervisory ratings, attendance records, grades in vocational courses, number of promotions and other measurements of performance on the jobs. Tyler analyzed each company separately. For example, 95 men holding GEDs were found to be employed by the Illinois Bell Telephone Company during 1947 or 1948. The GED holders were matched with a similar group of high school graduates on the basis of length of employment and job category. Test scores of mechanical and electrical aptitude given both groups, found little differences between them. The employment background of all men was checked, with little difference noted. GED holders were as successful as high school graduates in obtaining promotions to better-paying jobs. Differences between supervisory ratings for the two groups were negligible.

In twelve of the companies, Tyler found no significant differences between the job performance of GED holders and high school graduates or found that the GED holders did slightly better. The one company whose GED holders did poorer than high school graduates selected high school graduates from the top half of their graduating class but used no similar screening mechanism for GED holders. (Tyler, 1956.)

Section II: Survey of Wisconsin Employers

In March, 1986, Dr. Herbert J. Grover, State Superintendent of Public Instruction, sent a letter to 6,163 employers in Wisconsin asking their cooperation in completing an attached survey card. The Wisconsin Department of Industry, Labor and Human Relations (DILHR) identified the businesses to be surveyed statewide using the sample of companies contacted by the State of Wisconsin to determine wage and employment data for the state. Every other name was drawn from the list of 12,325 active employers used in the DILHR survey. (See Appendix C.)

2,253 employers responded (37 percent of the total). Employers were located in all 72 counties in the state.

A. Familiarity with GED Credential

Respondents were asked, "Do you know what a GED certificate is?"

*87% of employers responding said, "Yes" and 13 percent checked "No".

*Only 9 percent of Milwaukee County employers indicated that they were unfamiliar with the GED certificate. The rate was 21 percent for Waukesha County and 17% for Brown County.

*The larger companies were more likely to be familiar with the GED credential. All of the companies employing 250 people or more knew about the credential. Eighty percent of companies with less than 10 employees said they knew what the GED certificate was.

FAMILIARITY WITH GED CREDENTIAL BY SIZE OF COMPANY

Size of Company	Response to "Do you know what a GED certificate is?"	
	Yes	No
Less than 10 employees	80%	20%
10 - 19 employees	85	15
20 - 49 employees	87	13
50 - 99 employeees	92	8
100-249 employees	95	5
250 or more employees	100	--
All Respondents	87%	13%

*Familiarity with the GED credential was highest in the recreation, restaurant and lodging firms and in the human services and other services categories. Firms in wholesale and retail sales indicated least familiarity with the GED credential.

FAMILIARITY WITH GED CREDENTIAL BY TYPE OF COMPANY

Type of Company	Response to "Do you know what a GED certificate is?" Yes	No
Manufacturing	89%	11%
Financial	86	14
Construction	81	19
Sales	79	21
Health Care	90	10
Recreation, Restaurants and Lodgings	92	8
Transportation (Auto Service and Trucking)	81	19
Professional Services (Legal, Engineering, Architecture, Communications)	84	16
Human Services and Other Services	92	8

*52 percent of the companies unfamiliar with the GED certificate hire recent high school graduates and 48 percent do not.

*When asked, "Do you consider the GED certificate as acceptable as a high school diploma?", 78 percent of respondents said "Yes", 14 percent said "No" and 8 percent checked "Don't know".

B. Acceptance of the GED Certificate

Companies who indicated that they were familiar with the GED certificate were asked, "Do you consider the GED certificate as acceptable as a high school diploma?"

*78 percent said "Yes", 14 percent said "No" and 8 percent checked "Don't know".

*The GED credential was considerd acceptable by 87 percent of the largest employers (with 250 or more fulltime workers). Small companies were more likely to check "Don't know" to the question.

ACCEPTANCE OF GED CREDENTIAL BY SIZE OF COMPANY

Size of Company	Response to "Do you consider the GED certificate as acceptable as a high school diploma?" Yes	No	Don't Know
Less than 10 employees	71%	16%	13%
10 - 19 employees	70	17	13
20 - 49 employees	72	18	10
50 - 99 employees	81	11	8
100-249 employees	81	13	5
250 or more employees	87	12	1

C. Credential Preferred When Hiring

Employers who hire recent high school graduates for entry-level jobs were asked whether they preferred the high school diploma, GED certificate, or considered them equal.

*47 percent of the employers said that they prefer the high school diploma when hiring, 53 percent said that they consider the high school diploma and the GED certificate equal, and 0.2 percent (6 employers) prefer the GED certificate.

*Financial companies were most likely to prefer a high school diploma over a GED credential when hiring. Industries in the recreation, restaurant and lodgings fields were least likely to distinguish between credentials.

CERTIFICATION PREFERRED BY COMPANIES -- BY TYPE OF BUSINESS

	Response to "Which do you prefer when hiring?"		
Type of Company	High School Diploma	GED Certificate	We consider them equal.
Manufacturing	46%	--	54%
Financial	61	1%	38
Construction	45	1	54
Sales	52	--	48
Health Care	41	1	58
Recreation, Restaurant, Lodging	34	--	66
Transportation	47	1	52
Professional Services	54	--	46
Human and Other Services	38	--	62
All Respondents	47%	--	53%

Companies who reported that they did not know what the GED certificate is are not included in table.

*Companies with fewer than 10 employees are most likely to consider the high school diploma and the GED certificate equal.

CERTIFICATION PREFERRED BY SIZE

	Response to "Which do you prefer when hiring		
Type of Company	High School Diploma	GED Certificate	We consider them equal.
Less than 10 employees	39%	1%	60%
10 - 19 employees	47	--	53
20 - 49 employees	52	1	47
50 - 99 employees	45	--	55
100-249 employees	50	--	50
250 or more employees	478	--	53

D. New Employees Hired in 1985

Companies were asked to estimate the number of persons hired in the last year by category -- high school graduates, GED certificate holders, and high school dropouts.

*GED holders made up 8 percent of all reported new persons hired. Companies reported hiring 16,330 high school graduates, 1,247 GED holders and 674 high school dropouts.

*22 percent of the companies reported that they did not hire any new employees.

COMPANIES HIRING NEW EMPLOYEES IN 1985

Educational Background of New Employeees	Number of firms Hiring	Total Employees Reported Hired	Percent of Total Employees Hired
High school graduates	1,458	14,409	88.2%
GED holders	307	1,247	7.7
High school dropouts	184	674	4.1
TOTAL		16,330	100.0%

E. GED Holders Hired in 1985

Employers were asked, "Have you hired a GED certificate holder in the last year?"

*18 percent said "Yes" and 82 percent said "No".

*Of the 408 companies reporting that they hired a GED holder in the past year.

-- 307 companies provided the number of GED holders hired -- from one (reported by 113 companies) to fifty (reported by 2 companies).

-- 101 companies did not estimate the number of persons hired last year.

*Of the 1,787 companies reporting that they did not hire a GED holder in the past year,

-- 66 percent reported hiring high school graduates.

-- 22 percent reported hiring no new employees.

-- 8 percent did not provide a profile of the number of new employees hired.

* The highest proportion of companies hiring GED holders last year were in the recreation, restaurant and lodging industries (28 percent of respondents). The lowest percentages were in professional services (2 percent of respondents).

RESPONDENTS WHO HIRED GED HOLDERS IN LAST YEAR

Type of Company	Response to "Have you hired a GED certificate holder in the last year? Yes	No
Manufacturing	24%	76%
Financial	9	91
Construction	13	87
Sales	14	86
Health Care	23	77
Recreation, Restaurants, Lodging	28	72
Transportation (Auto Servicing, Trucking)	16	84
Professional Services	2	98
Human Services and Other Services	17	83
All Industries	18%	82%

F. Wages Paid GED Holders

Employers who hired GED holders in the last year were asked to specify hourly wages and job titles for these persons.

* Wages paid ranged from $2.01 per hour (plus tips) for a waitress job to $14.56 per hour for carpenter.

* The median wage paid was $4.67 per hour, and the most frequently reported wage was $3.35 (the minimum wage).

* 64 percent of the wages paid were under $5.00 per hour.

RANGE OF WAGES PAID TO NEW GED HIREES

Range of Wages	Number of Positions Reported on This Range	Percent of Total Positions	Cumulative Percent
$2.01 - 3.34	5	0.6%	0.6%
$3.35 - 3.49	97	12.5	13.1
$3.50 - 3.99	136	17.6	30.7
$4.00 - 4.99	257	33.2	63.9
$5.00 - 5.99	169	21.9	85.8
$6.00 - 6.99	61	7.9	93.7
$7.00 - 7.99	18	2.3	96.0
$8.00 - 8.99	9	1.2	97.2
$9.00 - 9.99	18	2.3	99.5
$10.00- 14.99	4	0.5	100.0
TOTAL	774	100.0%	100.0%

* The highest average wages were paid in the construction industry. The lowest wages (averaging the $3.35 minimum wage) were paid in the recreation, food and lodgding industries.

AVERAGE WAGES PAID NEW GED HIREES BY TYPE OF COMPANY

Type of Company	Average Reported Wage Paid New GED Holder Employees
Manufacturing	$5.23
Financial	4.20
Construction	6.43
Sales	4.24
Health Care	4.67
Recreation, Food and Lodging	3.55
Transportation	4.42
Professional Services	4.70
Human Services and Other Services	4.70

* The larger companies reported higher wages paid to GED holders than did the small companies. Firms with 250 or more employees reported an average starting wage of $5.69, compared with $4.20 an hour for companies with fewer than 20 employees.

G. Profile of Survey Respondents

2,253 employers responded to the survey, representing a 37 percent return rate. Each respondent was asked to indicate their company's Standard Industrial Classification (SIC) code or to list their type of business. The responding companies closely resembled the types of industries sent survey questionnaires.

RESPONSES BY TYPES OF INDUSTRIES

Type of Company	Survey Respondents	
	Number	Percent of Total
Manufacturing	575	27
Financial (Banking, Insurance, Real Estate)	209	10
Construction	136	6
Wholesale and Retail Sales	300	14
Health Care	243	11
Recreation, Restaurants, Lodging	114	5
Transportation (Automotive Services, Trucking)	159	7
Professional (Legal, Engineering, Architectural, Communications)	139	7
Human Services and Other Services	270	13

The largest number of employers were in the manufacturing business. Manufacturing companies made up nearly half (48 percent) of the respondents for companies with 250 or more employees and 46 percent of companies with 100-249 fulltime workers. Health care industries accounted for the largest group of employees with fewer whan ten fulltime workers (20 percent).

Three-fourths of the employers responding had fewer than 50 fulltime employees. 121 companies (5 percent of the total) represented Wisconsin's largest firms, employing 250 or more persons.

RESPONSES BY SIZE OF COMPANY

Number of Fulltime Employees	Number of Responses	Percent of Total
Less than 10	619	27.5%
10 - 19	533	23.7
20 - 49	561	25.0
50 - 99	260	11.6
100 - 249	152	6.8
250 and above	121	5.4
TOTAL	2,246	100.0%

Employers were located in all 72 counties of the state. The largest number of respondents were from Milwaukee County (17 percent of the total), Dane (10 percent) and Waukesha (8 percent).

RESPONSES BY COUNTY

County	Number of Responses	County	Number of Responses
Adams	9	Marinette	17
Ashland	5	Marquette	2
Barron	16	Menominee	1
Bayfield	4	Milwaukee	378
Brown	88	Monroe	16
Buffalo	4	Oconto	13
Burnett	6	Oneida	15
Calumet	10	Outagamie	75
Chippewa	18	Ozaukee	26
Clark	17	Pepin	3
Columbia	18	Pierce	14
Crawford	4	Polk	14
Dane	216	Portage	31
Dodge	45	Price	12
Door	10	Racine	71
Douglas	9	Richland	4
Dunn	13	Rock	52
Eau Claire	31	Rusk	12
Florence	1	St. Croix	29
Fond du Lac	29	Sauk	26
Forest	2		
Grant	18	Sawyer	5
Green	16	Shawano	24
Green Lake	6	Sheboygdan	55
Iowa	7	Taylor	7
Iron	3	Trempealeau	10
Jackson	11	Vernon	8
Jefferson	33	Vilas	6
Juneau	10	Walworth	35
Kenosha	23	Washburn	9
Kewaunee	10	Washington	43
La Crosse	48	Waukesha	180
LaFayette	5	Waupaca	20
Langlade	13	Waushara	2
Lincoln	12	Winnebago	64
Manitowoc	52	Wood	24
Marathon	75		
		location not given	48

The familiarity with the GED certificate varies only slightly by area in the state. Companies located in the Southwest VTAE district (Crawford, Grant, Iowa, LaFayette and Richland counties) were least familiar with the GED certificate.

FAMILIARITY WITH GED CERTIFICATE BY AREA OF STATE

Counties by VTAE District #	Response to "Do you know what a GED certificate is?" Yes	No
District One	84%	16%
Western Wisconsin	83	17
Southwest Wisconsin	73	27
Madison	87	13
Blackhawk	89	11
Gateway	81	19
Waukesha County	87	13
Milwaukee	91	9
Moraine Park	88	12
Lakeshore	83	17
Fox Valley	84	16
Northeast Wisconsin	83	17
Midstate	84	16
North Central	91	16
Nicolet	91	9
Wisconsin Indianhead	91	9
No location given	91	9

Counties in more than one VTAE district are included in the VTAE district serving the largest portion of the county.

Average wage paid GED holders are given for counties in each VTAE district for informational purposes.

AVERAGE WAGES PAID NEW GED HIREES BY AREA OF THE STATE

Counties by VTAE District #	Average Reported Wage Paid New GED Holder Employees
District One	$4.54
Western Wisconsin	3.75
Madison	4.71
Blackhawk	4.05
Gateway	4.31
Waukesha County	5.20
Milwaukee	5.12
Moraine Park	5.04
Lakeshore	5.74
Fox Valley	4.48
Northeast Wisconsin	4.99
Midstate	5.40
North Central	4.48
Nicolet	5.86
Wisconsin Indianhead	4.92

* Counties in more than one VTAE district are included in the VTAE district serving the largest portion of the county.

Section III: Acceptance of the GED in Construction Apprenticeship Programs

In Wisconsin, apprenticeships are available in the following occupational areas: industrial construction, printing and service. Statewide slightly less than 5,000 individuals are in some stage of serving out their apprenticeships. Each year about 2,000 enter apprenticeship programs and 2,000 complete.

Individuals interested in apprenticeship programs in the industrial, printing and service areas apply directly to an employer. For construction trades, joint apprenticeship committees accept applications. A formal agreement is drawn up with the employer detailing required training, length of apprenticeship and rates of pay. Training generally involves a minimum of at least 400 hours of classroom instruction.

In studying the entrance requirements for the GED certificate holder in apprenticeship programs, the University of Wisconsin Employment and Training Institute limited its study to the construction trades. Because joint apprenticeship councils coordinate hiring in each construction trade, the records of all applicants and entrance requirements could be easily reviewed. Industrial, service and printing apprenticeship applications were handled by each employer individually. In addition, James Elliot, president of the Milwaukee Building and Construction Trades Council, offered his complete cooperation in soliciting the support of all the major construction joint apprenticeship committees in the Milwaukee, Ozaukee, Washington and Waukesha county area.

Through Mr. Elliot's cooperation, the University of Wisconsin Employment and Training Institute was able to survey all 13 apprenticeship committees. During 1985, a total of 1,365 individuals applied for apprenticeships. 213 were accepted.

NEW CONSTRUCTION APPRENTICES IN 1985 (GREATER MILWAUKEE)

Trade	No. of Applicants	Number Entering	High School Graduates	GEDs	High School Non-Completers
Asbestos Worker	30	6	5	1	0
Bricklayer	15	3	2	1	0
Carpenter	185	26	21	5	0
Cement Mason	19	6	3	3	0
Electrician	159	20	20	0	0
Ironworker	0	0	0	0	0
Operating Engineer	300	67	60	2	5
Painter	150	17	11	2	1
Plumber	123	18	18	0	0
Roofer	0	5	5	0	0
Sheet Metal Worker	200	30	30	0	0
Sprinkler Fitter	20	4	4	0	0
Steamfitter	164	11	11	0	0
TOTAL	1,365	213	193	14	6

Admission to apprenticeship programs are based on a number of considerations including: an admission test, high school course work, attitude, appearance, etc. Each program requires a passing score on an admission test. Most use the MATC battery of tests which includes the Nelson-Denny reading test, the MATC math test, Bennett mechanical, Purdue dexterity, Minnesota Ruper Form Board. Carpenters and ironworkers have their own tests, while electricians and operating engineers use the GATB.

Passing score on the MATC battery is a score at or above the 5th stanine, i.e., the 40th percentile. On the Nelson-Denny reading test, the passing score of 40th percentile is between an 11th and 12th grade reading level.

When each of the 13 apprenticeship committees was asked whether or not they considerd the GED certificate as acceptable as a high school diploma, ten (10) said "Yes", and three (asbestos workers, electricians, steamfitters) said "No". When asked which credential they preferred in hiring, eight said a high school diploma, four considered them equal and the electricians would only hire high school graduates.

Completion of Classroom Coursework Required for Apprenticeships

Apprentices learn a trade by working with an employer for pay, and attending related classes, with pay, at a local technical institute. The related instruction for Wisconsin's apprentice programs is supervised by local VTAE districts. A minimum of 400 hours of related instruction is required if the term of apprenticeship is longer than 2 years and 144 hours per year if the term is 2 years of less. The majority of apprentices receive their classroom instruction from technical institutes. The Wisconsin Department of Industry, Labor and Human Relations' Division of Apprenticeship and Training approves and oversees all indentures to ensure that agreements are kept by all parties and that standards are maintained.

At Milwaukee Area Technical College, an employer who decides to use the apprenticeship method of training skilled workers arranges with representataives of the Division of Apprenticeship and Training to draw up the standards which apply to the trade field in which the apprentice is to be trained. As soon as this has been done, the employer and the apprentice sign a contract in which the training schedule, the total hours of related instruction, and the total time of the training program are determined.

A person interested in becoming an apprentice cannot enroll in the Milwaukee Area Technical College for this purpose unless he or she has entered into a training agreement with an employer. This training agreement is outlined in a contract. Apprentices attend school a minimum of 400 hours, or three school semesters of 18 weeks each. They may attend more than three semesters whenever the employer indicates that more time is necessary to learn the related information. The Division of Apprenticeship and Training reviews all agreements and, upon approval, files contracts in its office. Copies of the contract are given to each party to the indenture.

An examination of GED holders completing their coursework at MATC for the last seven years shows that the number of GED holders completing apprenticeship coursework has declined, along with enrollment declines for apprenticeship programs overall.

INFORMATION ON REQUIREMENTS FOR APPRENTICE APPLICANTS

MAJOR CONSTRUCTION TRADES IN THE GREATER MILWAUKEE, WISCONSIN AREA

	Length of the Program in Years	High School or Equivalent	GED Certificate	High School Course Work				
				General Math	Algebra	Geometry	Science	Mechanical Drawing
Asbestos Worker	4	REQ	CONS ‖	PREF	PREF			PREF
Bricklayer	3	REQ	CONS ‖	DES				DES
Carpenter	4	REQ	CONS	DES	DES	DES	DES	DES
Cement Mason	3	REQ	CONS ‖	DES			DES	DES
Electrician	4	REQ	NO	DES	REQ	DES	DES	DES
Ironworker	3	REQ	CONS ‖	DES			DES	
Operating Engineer	3	REQ	CONS	DES			DES	
Painter	4	REQ	CONS	DES	DES			
Plumber	5	REQ	CONS ‖‖	DES	DES	DES	DES	DES
Roofer	3	REQ	CONS	DES				
Sheet Metal Mechanic	5	REQ	CONS	DES				PREF
Sprinklerfitter	5	REQ	CONS	DES			DES	
Steamfitter	5	REQ	CONS	PREF	DES	DES	DES	

‖ Require completion of 2 years of high school. ‖‖ Require submission of high school transcript.

CONS = Considered = Usually means acceptable if other requirements are above average.

DES = Desirable = Committee would like candidate to have...or be above average in...

PREF = Preferred = Usually indicates that extra credit will be given to the applicant.

REQ = Required = Absence of any one required item means applicant cannot be accepted.

Section IV: The Experience of GED Holders Applying for Entry-Level Jobs with the Milwaukee County Civil Service Commission

In an attempt to document the experience of GED holders in obtaining jobs through the Milwaukee County government, the University of Wisconsin-Milwaukee Employment and Training Institute examined the records of applicants applying for three positions in 1985:

Clerk Typist I
Clerk Typist II
Security Guard

Applicants for each of these jobs were required to complete the following tasks:

1. Fill out an application form.
2. Report for a written test.
3. Report for a performance test, if written test is passed (typing only).

All positions available through Milwaukee County Civil Service Commission were analyzed to determine which might be: 1. "entry level"; 2. open to GED recipients; 3. not requiring further post-secondary education; 4. requiring a written test; and 5. open to the general public.

Some positions with no experience or education requirement, i.e., custodial, were eliminated because the selection process was random. Positions which required extensive post-secondary education or training were also eliminated. Then tests for the remaining positions were examined to determine whether or not "occupational specific" knowledge was being tested or whether an individual could pass the test with little or no previous knowledge of the occupational area being tested.

Applicants for the three selected positions were then examined to determine whether each person:

1. Was a high school graduate, GED, non-completer.
2. Had enrolled in post-secondary education or training.
3. Reported for the written exam.
4. Passed the written exam.
5. Reported for the performance test (typing only).
6. Passed the performance test (typing only).
7. Ranked on the final list.
8. Was hired.

Two factors influenced the final step "hire - no hire". First, there was a one to fifty ratio between the number of applicants and number of jobs available. Secondly, most applicants had considerable post-secondary education and training well above the level required for the position. Because the Clerk I and II and Security Guard positions paid considerably more than private sector companies, applicants were often highly qualified and experienced employees from private employment. As a result, positions which were written as "entry level" were being taken by those individuals who were already in the labor force and who may have easily outperformed new entrants into the labor market.

As a result, only the Clerk II position had any significant hiring compared to the number of applicants. In addition, most of these applicants had at least some post-secondary education and/or experience in a related job.

Analysis of the 553 applicants for Clerk Typist I positions found that 12 percent were GED holders. 36 percent of the GED holders with no post-secondary education made the ranking list for the job. 54 percent of high school graduates with no post-secondary education made the ranking list. 43 percent of the GED holders with post-secondary education made the ranking list. All four hirees were high school graduates -- two with post-secondary education and two without.

Analysis of the 502 applicants for Clerk Typist II positions found that 11 percent of the applicants were GED holders. 20 percent of the GED holders with no post-secondary education made the ranking list. 24 percent of the GED holders with post-secondary education made the ranking list and 35 percent of high school graduates with post-secondary education made the ranking list. Five of the 42 hirees (12 percent) were GED holders. All 5 had post-secondary education.

Analysis of the 1,543 applicants for Security Officer positions found that 19 percent of the applicants were GED holders. 33 percent of the GED holders with no post-secondary education made the ranking list, compared to 31 percent of high school graduates with no post-secondary education. 39 percent of GED holders with post-secondary education made the ranking list, and 39 percent of high school graduates with post-secondary education made the list. Both of the 2 hirees were high school graduates with post-secondary training.

MILWAUKEE COUNTY APPLICANTS FOR CLERK TYPIST I POSITION

High School Credential	Post-Secondary Education?	Eligible Applicants	Applicants Taking Written Test#	Passed Written Test	Took Performance Test	Hired
High school graduate	yes	356	196	187	166	2
% of applicants		100%	55%	53%	47%	1%
High school graduates	no	129	77	73	70	2
% of applicants		100%	60%	57%	54%	1%
GED certificate holders	yes	53	26	25	23	--
% of applicants		100%	49%	47%	43%	0%
GED certificate holders	no	11	5	4	4	--
% of applicants		100%	45%	36%	36%	0%
High school non-completers	yes	2	2	2	2	--
% of applicants		100%	100%	100%	100%	0%
High school non-completers	no	2	1	1	1	--
% of applicants		100%	50%	50%	50%	0%
TOTAL		553	307	292	265	4
% of applicants		100%	56%	53%	48%	1%

Source: Civil Service files of the Milwaukee County Department of Human Resources for Examination No. 76880 (July 9, 1985). Does not include 24 persons ineligible for the position because of non-residency, age or failure to apply before the deadline for applications.

#All eligible applicants were notified by letter of when to report for a written exam. This column indicates the number of applicants who showed up on this date.

MILWAUKEE COUNTY APPLICANTS FOR CLERK TYPIST II POSITION

High School Credential	Post-Secondary Education?	Eligible Applicants	Applicants Taking Written Test#	Passed Written Test	Took Performance Test	Passed Perform. Test	Hired
High school graduates	yes	330	183	165	154	115	27
% of applicants		100%	55%	50%	47%	35%	8%
High school graduates	no	107	68	58	55	44	10
% of applicants		100%	64%	54%	51%	41%	9%
GED certificate holders	yes	50	28	25	20	12	5
% of applicants		100%	56%	50%	40%	24%	10%
GED certificate holders	no	5	2	2	2	1	--
% of applicants		100%	40%	40%	40%	20%	0%
High school non-completers	yes	5	1	1	1	--	--
% of applicants		100%	20%	20%	20%	0%	0%
High school non-completers	no	5	2	1	1	1	--
% of applicants		100%	40%	20%	20%	20%	0%
TOTAL		502	284	252	233	173	42
% of applicants		100%	57%	50%	46%	34%	8%

Source: Civil Service files of the Milwaukee County Department of Human Resources for Examination No. 7571 (September 20, 1984). Does not include 35 person ineligible for the position because of non-residency, age or failure to apply before the deadline, nor 43 persons who did not meet the requirement of one year's clerical experience or specialized training in clerical skills.

#All eligible applicants were notified by letter of when to report for a written exam. This column indicates the number of applicants who showed up on this date.

MILWAUKEE COUNTY APPLICANTS FOR SECURITY OFFICER POSITION

High School Credential	Post-Secondary Education?	Eligible Applicants	Applicants Taking Written Test#	Passed Written Test	Hired
High school graduate	yes	740	301	285	2
% of applicants		100%	41%	39%	0.3%
High school graduate	no	453	181	142	--
% of applicants		100%	40%	31%	0%
GED certificate holder	yes	165	75	65	--
% of applicants		100%	45%	39%	0%
GED certificate holder	no	123	49	41	--
% of applicants		100%	40%	33%	0%
High school non-completer	yes	18	9	8	--
% of applicants		100%	50%	44%	0%
High school non-completer	no	44	16	7	--
% of applicants		100%	36%	16%	0%
TOTAL		1,543	631	548	2
% of applicants		100%	40%	35%	0.1%

Source: Civil Service files of the Milwaukee County Department of Human Resources for Examination No. 76100 (March 5, 1985). Does not include 56 persons ineligible for the position because of non-residency, age, or failure to apply before the deadline for applications.

#All eligible applicants were notified by letter of when to report for a written exam. This column indicates the number of applicants who showed up on this date.

Requirements for Positions with Milwaukee County Government

Personnel officers for the Milwaukee County Department of Human Resources secured job announcements for all county positions requiring a high school diploma or no high school completion. In all, 184 positions were identified. Of these positions,

* 14 percent did not require high school completion or an equivalency certificate.

* 5 percent required a high school diploma or GED certificate with no work experience.

* 5 percent required a high school diploma but not a GED certificate.

Post-secondary education was required or preferred for over half of all positions.

* 22 percent required a high school diploma or GED certificate plus post-secondary education.

* 31 percent required a high school diploma or GED certificate and preferred post-secondary education.

Work experience was required for 37 percent of the jobs (15 percent also required post-secondary education.

* 23 percent of the positions required a high school diploma or GED certificate plus work experience. Work experience of 4 or more years was required for 7 positions, 3 years for 9 positions, 2 years for 11 positions, 1 year for 13 positions, and less than 1 year for 2 positions.

APPENDIX A.

AMERICAN COUNCIL ON EDUCATION
AMERICAN SOCIETY FOR PERSONNEL ADMINISTRATION
AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT, INC.

Educational Credentials in Employment: A Nationwide Survey

PART I

This survey is divided into two parts. The first part is intended to determine to what extent educational credentials and high school completion are emphasized in your company's employment practices.

1. Please indicate your company's S.I.C. (Refer to attached page for the code number.) ..... S.I.C. ☐

2. Annually, how many people are employed by your company at this work site? (If this number varies seasonally, please estimate on an average annual basis.) ..... ☐ 16–20

3. What emphasis is placed on educational credentials in your company's employment practices? (Check one) (If "NONE" go to PART II) 21
   ☐ a. *MAJOR* ☐ b. *MODERATE* ☐ c. *MINOR* ☐ d. *NONE* .....

4. What **percent** of the people in Item 2 are in jobs that require: (a + b + c + d should = 100)
   (a) Less than a high school diploma ..... ☐ 22–24
   (b) A high school diploma or equivalency credential ..... ☐ 25–27
   (c) Certification or degree beyond high school (e.g., Associate Degree from a two-year postsecondary institution; certificate from a trade or technical school) ..... ☐ 28–30
   (d) A degree from a college or university (e.g., BS, BA, MS, MA, Ph.D., Ed.D.) ..... ☐ 31–33

5. What kind of documentation of education credentials does your company require when hiring a job applicant? Do you request a copy of his/her:
   (a) educational credential? (e.g., copy of actual diploma or GED certificate) ..... ☐ Yes ☐ No 34
   (b) educational transcript? (e.g., course & grades obtained or GED Test score report) .. ☐ Yes ☐ No 35
   (c) Other, please explain: _____ 36

6. Is it your company's normal practice to give people holding regular high school diplomas and people holding high school equivalency credentials the same:
   (a) starting salary? ..... ☐ Yes ☐ No 37
   (b) initial level of employment? ..... ☐ Yes ☐ No 38
   (c) opportunity for advancement (e.g., training, promotion, salary increase)? ..... ☐ Yes ☐ No 39
   If you responded "No" to a, b, or c, please explain: _____ 40

7. For people hired with less than a high school diploma, will obtaining an equivalency credential enhance opportunities for promotion? ..... ☐ Not Applicable ☐ Yes ☐ No 41

8. Please indicate any programs that your company has in effect to encourage people with less than high school completion to earn their diploma or certificate. (MARK ALL THAT APPLY)
   ☐ On-site courses 42
   ☐ Released time 43
   ☐ Tuition reimbursement 44
   ☐ Other, please explain: _____ 45

PART II

Depending on the occupation, many of the skills/attitudes presented below may be essential for jobs in your company. Some may not be as important. The information that you provide by responding to PART II will be useful in future curriculum and test development activities of educational organizations working with people who have not completed high school.

Please rate the importance of the following skills and/or attitudes as accurately as possible for **most people** employed at your company in *jobs that normally require **not more than** a high school diploma or equivalency credential.*

Use the following rating scale: (V = Very Important; I = Important; N = Not Important)

50 ____ Directing the work of others
51 ____ Being able to work with minimal supervision
52 ____ Keeping records and books
53 ____ Following written instructions
54 ____ Following spoken instructions
55 ____ Reading and understanding information
56 ____ Being able to accurately take/relay telephone messages
57 ____ Using word processing equipment
58 ____ Accurately completing job assignment
59 ____ Fluency in English
60 ____ Fluency in foreign language Which one(s)? _____ 61
69 ____ Other; please explain: _____

62 ____ Getting along with other people
63 ____ Using shop tools
64 ____ Composing letters, reports, etc.
65 ____ Using basic arithmetic
66 ____ Solving problems
67 ____ Typing
68 ____ Using office equipment (e.g., copying duplicating, adding machine, etc. other than word processing equipment)

70 Any additional comments about the emphasis on educational credentials in your company's employment practices?

_____

_____

_____

Would you like to receive additional information about the Tests of General Educational Development (GED)? ..... ☐ Yes ☐ No 71

IN ORDER TO CLARIFY ANY OF MY RESPONSES, I CAN BE REACHED AT THIS DAYTIME PHONE NUMBER:
( ) _____

IF THIS SURVEY WAS COMPLETED BY SOMEONE OTHER THAN ADDRESSEE, PLEASE WRITE YOUR NAME AND TITLE IN THE SPACE BELOW:

Name: _____ Title: _____

Thank you for taking your time to respond to this survey. Please use the enclosed envelope to mail your survey **(by September 23, 1983)** to: American Council on Education, Office on Educational Credit and Credentials, (Attn: **ACE/ASPA ASTD EMPLOYER SURVEY**), One Dupont Circle, NW, Washington, DC 20036-1193.

APPENDIX B.

COLORADO DEPARTMENT OF EDUCATION
BUSINESS SURVEY OF GED ACCEPTANCE

Business Name _____

Address _____

Contact Person/Personnel Manager _____

Telephone _____

Please answer each question. Comments about your answers are welcome.

1. Does your firm have a formally stated personnel policy that relates to educational achievement for hiring new employees? Yes ____ No ____

2. Do your hiring policies make a distinction between high school graduates and persons holding a high school equivalency credential? Yes ____ No ____

3. Is a GED Equivalency Credential acceptable as a High School Diploma to your business? Yes ____ No ____

4. All factors being equal, whom would you prefer to hire?
   High School Graduate ____
   GED Credential Holder ____
   Consider them equal ____

5. If your firm does not require a high school diploma or an equivalency for initial employment, are some positions eligible only to those who have diplomas? Yes ____ No ____

6. Are any positions available to prospective employees who do not have a high school diploma or GED equivalency? Yes ____ No ____

   If yes, identify categories or positions _____

7. When hiring a worker, do you request a high school transcript or a GED transcript? Yes ____ No ____

8. Do you require employees with less than a high school certificate to have either a GED or high school diploma to keep a job? Yes ____ No ____

9. Does your firm have a policy of giving employees wage or salary advances when they complete the equivalency of a high school diploma? Yes ____ No ____

10. If no credential is required for employment, will obtaining a GED Credential enhance promotion? Yes ____ No ____

11. Are you aware of the General Educational Development (GED) Program? Yes ____ No ____

    Would you like additional information? Yes ____ No ____

12. How many employees do you employ? _____

13. What percent of your positions require:
    College Degree _____
    High School Diploma _____
    GED Credential _____
    No Credential _____

APPENDIX C

Manitoba Department of Education
528 St. James Street
Winnipeg, Manitoba
775-8461

October 1, 1980

Dear Personnel Officer:

In an effort to coordinate information on the acceptance of G.E.D. Test Credentials for employment, I would appreciate the following information from you:

1. General Education Development Test Credentials are accepted for employment without any restrictions. ___yes ___no

   Comments:

2. General Education Development Test Equivalency Credentials are accepted for employment with the following restrictions.

3. If your answer is "no" to statement (1), please indicate if consideration for job acceptance would be given to persons who have additional specific skills with a General Educational Development Test Credential. ___yes ___no

   Comments: (Indicate what additional specific skills would be required if your answer is "yes".)

4. Would you consider a forum (1/2 or 1 day) on the G.E.D. Test Program useful. ___yes ___no

   General comments:

Thank you for your anticipated cooperation.

Best wishes.

C. Tesarowski
Chief Examiner
G.E.D. program

APPENDIX D

1976

OFFICE OF INSTITUTIONAL RESEARCH
DES MOINES AREA COMMUNITY COLLEGE

1. Does your firm have a formally-stated personnel policy that relates to educational achievement? YES ____ NO ____

2. Does your firm have a formally-stated personnel policy that relates to achievement of high school equivalency status? YES ____ NO ____

3. Does your firm or company require high school graduation or an equivalent for initial employment? YES ____ NO ____

4. Does your firm or company desire high school graduation or an equivalent for initial employment? YES ____ NO ____

5. If your firm or company does not require high school graduation or an equivalent for initial employment, are some positions eligible only to those who have diplomas? YES ____ NO ____

6. If your company or firm requires a diploma or its equivalent for promotion to selected positions, why is that educational achievement important to you?

_____

_____

_____

7. Does your firm or company have a "general" practice of giving employees wage or salary advances when they complete the equivalent of a high school diploma? YES ____ NO ____

8. Do employees who complete an adult high school equivalency diploma program generally appear to be more qualified for promotion and advancement as a result of that learning experience? YES ____ NO ____

9. Would your company tend to more favorably consider an individual for advancement or promotion if he or she received an adult equivalency diploma? YES ____ NO ____

10. Approximately what percent of your employees, in your best judgment, do not have a high school diploma or its equivalent? _____%

11. Approximately what percent of your employees have recently achieved a high school equivalency diploma? _____%

12. Approximately how many persons are on your company payroll:
(MARK ONE) _____ UNDER 25 _____ 26 - 100 _____ 101 - 500 ____ 501 OR MORE

PLEASE RETURN TO .....

APPENDIX E.

COLLEGE OF LAKE COUNTY, ILLINOIS

December, 1976

1. Do you use a high school diploma as a prerequisite for hiring?

_____ 75 - 100% _____ 25 - 49%

_____ 50 - 74% _____ 0 - 24%

2. Do you use the high school diploma as a prerequisite for promoting?

_____ 75 - 100% _____ 25 - 49%

_____ 50 - 74% _____ 0 - 24%

3. Do you accept the G.E.D. certificate as a substitute for a high school diploma?

_____ No.

_____ Yes, the certificate alone is adequate.

_____ Yes, but only if the certificate holder achieved a particular score, which is _____.

4. All factors being equal, whom would you prefer to hire:

_____ The high school graduate.

_____ The G.E.D. certificate holder.

_____ I consider them equivalent.

5. All factors being equal, whom would you prefer to promote:

_____ The high school graduate.

_____ The G.E.D. certificate holder.

_____ I consider them equivalent.

6. Please make any additional comments here or on the reverse.

_____

_____

_____

_____

Would you like the College of Lake County to provide you with any of the following information? (If so, please include your name and address below.)

_____ 1. Interpretation of G.E.D. scores.

_____ 2. Schedule of classes offered to prepare students for G.E.D. exam.

_____ 3. Arranging a preparatory class to suit your business schedule:

_____ A. At the College.

_____ B. In your area.

_____ C. At your place of business.

THE STATE OF WISCONSIN • DEPARTMENT OF PUBLIC INSTRUCTION
125 South Webster Street • Box 7841 • Madison, Wisconsin 53707

Herbert J. Grover, State Superintendent / B. Dean Bowles, Deputy State Superintendent

March 14, 1986

Dear Wisconsin Employer:

As an employer, I'm sure that you share with me the "ideal" that our young people are well prepared for the world of work. I believe our public schools have provided Wisconsin employers with a well-trained work force. However, with changes in the state's economy and shifts in the types of entry-level jobs available, we need to make certain that our students are properly prepared with appropriate basic academic skills and work attitudes.

The enclosed survey will assist us in preparing students for employment, especially those students who do not complete high school. Through generous support from the Milwaukee Foundation and with cooperation of the Employment and Training Institute of the University of Wisconsin, our office will be able to use this survey as part of an overall effort to prepare our students to become the best work force in America.

Please take the time, now, to fill out this short survey or to comment at length in a letter about your experience in hiring our students.

Sincerely,

Herbert J. Grover
State Superintendent

Enclosure

Department of Public Instruction

EMPLOYER SURVEY

1. What is your company's SIC code (or type of business)? _____

   _____

2. In what county is your company located?

   _____

3. How many employees work for your company on a full time basis?

   ☐ Less than 10 ☐ 50-99
   ☐ 10-19 ☐ 100-249
   ☐ 20-49 ☐ 250+

4. Do you know what a GED certificate is?

   ☐ Yes ☐ No

5. Does your company hire recent high school graduates for entry-level jobs?

   ☐ Yes ☐ No

   If yes, do you consider the GED certificate as acceptable as a high school diploma?

   ☐ Yes ☐ No ☐ Don't know

6. Which do you prefer when hiring (check one):

   ☐ High school diploma
   ☐ GED certificate
   ☐ We consider them equal.

7. About what **percent** of your company's positions require:

   _____ College degree
   _____ Technical school degree
   _____ High school diploma
   _____ No high school credential required

8. **Please estimate the number** of persons hired last year by category:

   _____ High school graduates
   _____ GED certificate holders
   _____ High school dropouts

9. Have you hired a GED certificate holder in the last year? ☐ Yes ☐ No

   If yes, specify job titles and hourly wage for each person.

Appendix H

WISCONSIN PRIVATE EMPLOYERS BY SIC CODE

Criteria used by Wisconsin Department of Industry, Labor and Human Relations for Annual Wage Survey (every other name used for GED employer survey)

SIC Code	INDUSTRY NAME	UNITS	EMPLOYMENT SIZE CRITERION EMPLOYEES
01-09	Agriculture, Forestry and Fishing		excluded
10-14	Mining		excluded
15-17--01	Construction	every 3rd	4 or more
20-39	Manufacturing		10 or more
20--02	Food and Kindred Products		10 or more
21	Tobacco Manufacturers		excluded
22--03	Textile Mill Products		10 or more
23--03	Apparel and Other Textile Prod.		10 or more
24--04	Lumber and Wood Products		10 or more
25--05	Furniture and Fixtures		10 or more
26--06	Paper and Allied Products		10 or more
27--07	Printing and Publishing		10 or more
28--08	Chemicals and Allied Products		10 or more
29	Petroleum and Coal Products		excluded
30--09	Rubber and Misc. Plastics Prod.		10 or more
31--10	Leather and Leather Products		10 or more
32--11	Stone, Clay and Glass Products		10 or more
33--12	Primary Metal Industries		10 or more
34--13	Fabricated Metal Products		10 or more
36--13	Elec. and Electronic Equip.		10 or more
37--13	Transportation Equipment		10 or more
38--13	Instruments and Related Products		10 or more
39--13	Misc. Manufacturing Industries		10 or more
35--14	Machinery, Except Electrical		10 or more
40-49	Transportation and Public Util.		
40	Railroad Transportation		
41--15	Local & Interurban Pass. Trans.		10 or more
42--15	Motor Freight Trans. & Warehouse		10 or more
43--15	U.S. Postal Service		excluded
44--15	Water Transportation		10 or more
45--15	Air Transportation		10 or more
46--15	Pipelines, except Natural Gas		20 or more
47--15	Transportation Services		10 or more
49--15	Electric, Gas & Sanitary Serv.		10 or more
48--16	Communication		10 or more
50-51--17	Whle. Trde	(10 or more)	every 3rd

52-59	Retail Trade	
52--18	Bldg. Materials, Garden Supplies	10 or more
53--18	General Merchandise Stores	10 or more
54--19	Food Stores	20 or more
55--20	Auto Dlrs. & Serv. Stations every 2nd	10 or more
56--21	Apparel and Accessory Stores	10 or more
57--21	Furniture & Home Furn. Stores	10 or more
58--22	Eating/Drinking Places every 5th	10 or more
59--23	Miscellaneous Retail every 2nd	10 or more
60-67	Finance, Insurance and Real Estate	
60--24	Banking	
61--24	Credit Agencies Other Than Banks	10 or more
62--24	Security, Commodity Brokers	10 or more
63--24	Insurance Carriers	10 or more
64--24	Insurance Agents, Brokers & Serv.	10 or more
65--24	Real Estate	10 or more
66--24	Combined Real Estate, Ins., etc.	4 or more
67--24	Holding & Other Invest. Offices	10 or more
70-89	Services	
70--25	Hotels and Other Lodging Places	10 or more
72--26	Personal Services	10 or more
736--27	Bus. Serv./Personnel Supply Serv.	10 or more
75	Auto Repair, Services & Garages	excluded, except
751--28	Automotive Rental & Leasing	2 or more
753--28	Auto Repair Shops	10 or more
793--29	Bowling Alleys & Billiard Est.	10 or more
864--29	Civil, Social, & Frat. Assoc.	10 or more
799--30	Misc. Amusement & Rec. Serv.	10 or more
80	Health Services	
801--31	Offices of Physicians, Clinics every 5th	1 or more
803--31	Offices of Osteopathic Phy.	1 or more
804--31	Offices of Other Health Practitioners every 4th	1 or more
805--31	Nursing Facilities	1 or more
806--31	Hospitals	1 or more
807--31	Medical and Dental Labs	1 or more
808--31	Outpatient Care Facilities	1 or more
809--31	Health & Allied Services, NEC	1 or more
802--32	Offices of Dentists every 5th	1 or more
81--33	Legal Services	10 or more
82--34	Educational Services	10 or more
832--35	Individual & Family Social Services	10 or more
835--36	Child Day Care Services	2 or more
836--36	Residential Care	2 or more
839--36	Social Services, NEC	2 or more
891--37	Engineering, Architectural, and Surveying Services	all

Appendix I

HOURLY WAGES AND JOB TITLES FOR GED HOLDERS HIRED IN LAST YEAR

$2.01 - Waitress, Busboy
2.25 - Waitress
3.35 - Clerk (6)
Night Mgr.
Nurse Aide
Machine Operator
"Entry Level"
Cook
Gas Attendent
Day Care Aide
Warehouse
General Labor
Plant Work
Stock Clerk
Janitor Asst.
Driver
Classroom Aide
Driver Recruiting Asst.
Oil Change Mech.
Printer Asst.
Sewing Mach. Op.
Truck Loader
Lot Attendent
Maid
Dishwasher
3.40 - Clerk
General Labor
Garage Help
3.50 - Housekeeper
Dietary Helper
Maintenance
Checker
Beautician
Pallet Maker
$3.50 - General Labor
Clerk
Home Health Aide
Warehouse
Teller
Sales
Disc Jockey
Dishwasher
Mail Room
Cashier
3.60 - Orderly
3.65 - Hotel Work
Weatherization Worker
General Warehouse
Day Care Teacher
3.70 - Resident Coordinator Nights
3.75 - Maintenance
Press Operators
Machine Operator Trainee
Teller
Laborer
General Factory
Home Health Aide
Pallet Builder
3.79 - Nurses Aide
3.80 - Warehouse
Bookkeeper
3.85 - Asst. Teacher (Day Care)
3.86 - Bus Driver
3.90 - Nurses Aide
Stock Clerk
3.95 - General Labor
4.00 - Stocker
Nurses Aide
Home Health Aide

$4.00 - Maintenance
Baker Helper
Beautician
Machine Operator
Bookkeeper
Fabrication
Polisher
Drill Press Operator
Assembly
General Labor
Installer
Relief Counselor
Secretary
Cook
Busboy
Dishwasher
Maid
Bartender
Operators (Manufacturing)
Printing Racker

4.04 - Tour Operator
4.05 - Asst. Manager
4.10 - Asst. Janitor
4.15 - General Labor
Resident Coordinator
4.20 - Nurses Aide
Beller Operator
4.25 - Nurses Aide
Machine Operator
Driver
4.30 - Housekeeper/Companion
Clerk
4.35 - Grocery Stocker
Assemblers
4.40 - Machine Operator

$4.43 - Assembler
4.45 - Kitchen Aide
4.50 - Manicurist
Nurses Aide
Food Service
Chemical Filler
Assembly
Laborer
School Bus Driver
Packer
Asst. Printer
Clerk
Asst. Baker
Lift Operator
4.55 - Kitchen Help
4.56 - P.T. Aide
4.61 - Housekeeping Aide
Dietary Aide
4.64 - Nurses Aide
4.67 - Picker Packer
4.70 - Nurses Aide
4.75 - Clerk Inspector Packer
Filler
4.78 - Cook
4.80 - Nurses Aide
4.82 - Food Service
4.84 - Food Service
4.89 - Nurses Aide
4.90 - Food Service
Housekeeper Custodian
4.95 - Clerk
Answering Service
4.98 - Nurses Aide
5.00 - Snowmaker
Construction Worker

$5.00 - Nurses Aide
Carpenter
Dental Asst.
Press Operator
Clerk
Maintenance
Factory Work
General Labor
Leadworker
Truck Driver
Machine Operator
Mechanic
New Car Cleanup
Driver (Elderly)
Human Service Aide
Laundry Delivery
Glass Shop Worker
Telephone Installer
School Bus Driver
Dock Work

5.04 - Counselor Trainee
Baker Helper

5.05 - Dishwasher
Nurses Aide

5.10 - General Labor

5.20 - General Labor
Clerk-Typist

5.25 - Shipping/Bindery Clerk
General Labor
Printing (Entry Level)

5.29 - General Labor

5.30 - Truck Helper

5.30 - Custodian

5.40 - Clerk
Press Operator

$5.41 - General Labor

5.50 - Machinist Trainee
Maintenance
Welders
Delivery Person
Assembler

5.52 - Production

5.73 - Assembler

5.75 - Printer
Cook
Furniture Manufacture

5.80 - General Labor

6.00 - General Labor
Assembler
Sheetmetal Apprentice
Counselor
Maintenance
Machine Operator
School Bus Driver
Service Technician
Greenhouse Asst.

6.15 - Food Service

6.18 - General Labor

6.20 - Welder

6.25 - Production
Truck Driver

6.40 - Material Handler
Truck Driver

6.50 - Activity Dir. (Nursing Home)
Cook
Construction
Punch Press
General Labor
Trim Operator
Machine Operator

6.66 - Packager

$6.70 - Crew Supervisor
6.75 - Soils Technician
7.00 - Mechanic
Welder Fabricator
Furnace Operator
Lathe Operator
Machine Operator
7.07 - Apprentice Baker
7.10 - Rewinder Operator
7.35 - Produce Manager
7.50 - Mechanic
7.75 - Foreman
7.95 - Employment Counselor
8.00 - Welder Helpers
8.10 - General Labor
8.25 - Press Operator
8.35 - Crane Operator
8.43 - General Labor
9.00 - Machinist
General Utility
Assembly
9.50 - Electrical Manufacturing
Driller
Chemical Dependency Counselor
Welder
10.00- Petroleum Transport Driver
10.97- Laborer
11.00- Road Construction
11.50- Shopwork
14.56- Carpenter

EDUCATION AND WORK EXPERIENCE REQUIRED FOR POSITIONS WITH MILWAUKEE COUNTY

ACCOUNT ANALYST 1 $641.06 TO $722.34 BIWEEKLY as of 5/1/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 1 YR. EXP.

ACCOUNT CLERK 1 $592.92 TO $665.79 BIWEEKLY as of 9/18/84
GRADUATION FROM HIGH SCHOOL PREFERRED; TRAINING IN BOOKKEEPING OR ACCOUNTING DESIRABLE; 2 YEARS EXP .

ACCOUNT CLERK 1 (MUSEUM) $479.71 TO 534.67 BIWEEKLY as of 5/12/81
GRADUATION FROM HIGH SCHOOL PREFERRED; TRAINING IN BOOKKEEPING OR ACCOUNTING DESIRABLE. 2 YRS. EXP. (6 MO. IN MUSEUM).

ADMINISTRATIVE ASST. 1 CONCESSIONS $722.34 TO 808.56 BIWEEKLY as of 1/22/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT COLLEGE OR UNIVERSITY TRAINING IN SALES, MARKETING, BUSINESS ADMINISTRATION RELATED FIELD PREFERRED. 3 YEARS EXP.

ADMINISTRATIVE ASST. 2 (REAL ESTATE) $635.81 TO $735.47 BIWEEKLY as of 12/9/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. POSSESSION OF A BACHELOR'S DEGREE FROM AN ACCREDITED UNIVERSITY OR COLLEGE DESIRABLE, PREFERABLY IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN REAL ESTATE OR ACCOUNTING. 4 YRS. EXP.

AIRPORT OPERATIONS ASST. $584.43 TO $658.18 BIWEEKLY as of 3/25/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; POSSESSION OF A VALID DRIVERS LICENSE. 2 YRS. EXP. (OR COMP. EDUCATION)

AIRPORT OPERATIONS COORDINATOR 1 $741.98 TO $847.94 BIWEEKLY as of 2/1/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; POSSESSION OF A VALID WI DRIVERS LICENSE AT TIME OF APPT. 2 YR. EXP. (OR C. ED.)

ARTS AND CRAFTS INST. $5.74 TO $6.00 TO $6.34 PER HOUR as of 3/8/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; TRAINING IN ARTS AND CRAFTS DESIRABLE. POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPT.

ASST. BLDGS. OPERATIONS DIR. $1007.54 TO $1207.54 BIWEEKLY as 4/27/82
GRADUATION FROM HIGH SCHOOL, 4 YR. TRADE SCHOOL OR VOCATIONAL SCHOOL, OR GED EQUIVALENT; POSSESSION OF AN ACCREDITED BACHELOR'S DEGREE IN ENGINEERING PREFERRED. 5 YRS. EXP.

ASST. RECREATION PROGRAM DIR. $568.34 TO $635.81 BIWEEKLY as of 10/14/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. COLLEGE OR UNIVERSITY TRAINING IN RECREATION DESIRABLE. 3 YRS. EXP. (OR C. ED.)

ASST. SUPERVISOR OF GRAPHIC REPRODUCTION $909.03 TO $1042.99 BIWEEKLY as of 2/12/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; TRAINING IN GRAPHIC ARTS DESIRABLE. 5 YRS. EXP.

ASST. VETERAN'S SERVICE OFFICER $764.23 TO $873.38 BIWEEKLY as of 3/13/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; ADDITIONAL TRAINING BEYOND HIGH SCHOOL IN BUSINESS ADMINISTRATION , GUIDANCE COUNSELING, OR PSYCHOLOGY PREFERRED. ONE YEAR EXP.

ASST. ZOO FOOD SERVICE SUPERVISOR $607.79 TO $681.66 BIWEEKLY as of 12/11/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 3 YRS. EXP.

AUDIOVISUAL BOOKER 2 $575.48 TO $641.06 BIWEEKLY as of 4/16/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COURSES IN BASIC COMPUTER OPERATIONS DESIRABLE. 2 YRS. EXP.

AUDIOVISUAL BOOKER 3 $479.71 TO $534.67 BIWEEKLY as of 8/7/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; COURSES IN BASIC COMPUTER OPERATIONS DESIRABLE. 2 YRS. EXP.

AUDIO VISUAL TECHNICIAN $482.76 TO $590.09 BIWEEKLY as of 8/10/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE OR UNIVERSITY TRAINING IN AUDIO-VISUAL COMMUNICATION DESIRABLE.

AUTOMOTIVE & EQUIPMT. MECHANIC $785.85 TO $909.03 BIWEEKLY as of 6-25-85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. POSSESSION OF VALID WI DRIVER'S LICENSE AT TIME OF APPT. 3 YRS. EXP.

AUTOMOTIVE & EQUIPMT. SERV. WRITER $809.56 TO $938.64 BIWEEKLY as of 7/3/84
GRADUATION FROM A TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPT. 4 YEARS EXPERIENCE.

AUTOMOTIVE AND EQUIPMT. SPECIFICATION WRITER $815.92 TO $941.27 BIWEEKLY as of 1/12/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SPECIALIZED COLLEGE OR UNIVERSITY TRAINING IN MECHANICAL ENGINEERING PREFERRED; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPT. 2 YRS. EXP.

AUTOMOTIVE EQUIPMENT SUPERINTENDENT $1084.10 TO $1626.17 BIWEEKLY as of 5/17/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. SPECIALIZED TRAINING IN AUTOMOTIVE OR MECHANICAL EQUIPMENT PREFERRED. POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPT. 6 YRS. EXP.

BIO-MEDICAL TECHNICAN $504.58 TO $568.34 BIWEEKLY as of 1/27/81
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COMPLETION OF A TWO-YEAR COURSE OF STUDY IN MEDICAL ELECTRONICS PREFERRED. ONE YEAR EXPERIENCE OR A TWO YEAR EDUCATIONAL PROGRAM.

BOILER OPERATOR 1 $649.61 TO $730.54 BIWEEKLY as of 11/12/85
ONE YEAR'S EXPERIENCE AS A BOILER OPERATOR IN HEATING OR POWER GENERATING SERVICE; CITY OF MILWAUKEE LOW PRESSURE BOILER OPERATOR'S LICENSE REQUIRED. VALID WI DRIVER'S LICENSE AT TIME OF APPT.

BOILER OPERATOR 2 $702.45 TO $785.85 BIWEEKLY as of 6/26/84
GRADUATION FROM HIGH SCHOOL PREFERRED.

BUYER 1 $741.98 TO $847.94 BIWEEKLY as of 6/7/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION PREFERRED. CONSIDERABLE EXP.

CARDIOVASCULAR TECHNICIAN 2 $534.67 TO $599.94 BIWEEKLY as of 2/17/81
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE COURSES IN CHEMISTRY, BIOLOGY, OR PHYSICS DESIRABLE. 1 YR. EXP.

CARPENTER $13.30 PER HOUR as of 11/6/84
GRADUATION FROM A TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED. A VALID WI MOTOR VEHICLE OPERATOR'S LICENSE MAY BE REQUIRED AT THE TIME OF APPOINTMENT. COMPLETION OF A CARPENTER APPRENTICESHIP.

CEMENT MASON $12.71 PER HOUR as of 5/21/85
GRADUATION FROM A TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED. POSSESSION OF A VALID DRIVERS LICENSE AT TIME OF APPT. COMPLETION OF AN APPRENTICESHIP PROGRAM AND 2 YR. JOURNEYMAN EXP.

CHEF 2 $808.56 TO $938.64 BIWEEKLY as of 12/13/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 5 YRS. EXP.

CHILDREN'S ZOO ATTENDANT $4.38 PER HOUR as of 12/20/83
GRADUATION FROM HIGH SCHOOL OF GED EQUIVALENT PREFERRED.

CLERK 3 $575.65 TO $646.40 BIWEEKLY } as of 7/26/83
CLERK 4 $605.50 TO $681.93 BIWEEKLY }
GRADUATION FROM HIGH SCHOOL PREFERRED; BUSINESS TRAINING DESIRABLE.

CLERK TYPIST 2 $497.24 TO $607.79 BIWEEKLY as of 10/20/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 1 YR. EXP.

CLINIC ASST. (BILINGUAL-SPANISH) $413.73 TO $504.58 BIWEEKLY as of 7/8/80
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS. GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. ONE YEAR EXPERIENCE.

CLOTHING SUPPLY CLERK 1 $491.37 TO $596.66 BIWEEKLY as of 5/28/85
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS. EXPERIENCE

COMMUNICATIONS DISPATCHER $641.59 TO $719.91 BIWEEKLY as of 5/24/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 1 YR. EXP.

COMMUNITY SERVICES ASST. $479.71 TO $538.67 BIWEEKLY as of 12/18/79
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. COLLEGE OR UNIVERSITY TRAINING DESIRABLE. 1 YR. EXP.

COMPUTER OPERATOR 2 $641.06 TO $722.34 BIWEEKLY as of 2/5/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; POSSESSION OF AN ASSOCIATE'S DEGREE IN BUSINESS DATA PROCESSING OR SPECIALIZED TRAINING IN THE OPERATION OF THIRD GENERATION COMPUTERS PREFERRED. 2 YRS. EXP.

COMPUTER OPERATIONS TECHNICIAN $702.45 TO $785.50 BIWEEKLY as of 10/16/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SPECIALIZED TRAINING IN THE DIAGNOSIS OF HARDWARE PROBLEMS OF SECOND OR THIRD GENERATION COMPUTERS DESIRABLE; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT. 3 YR. EXP.

COMPUTER SYSTEMS CONTROLLER $741.51 TO $839.89 BIWEEKLY as of 11/20/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SPECIALIZED TRAINING IN THE OPERATION OF THIRD GENERATION COMPUTERS REQUIRED. 2 YRS. EXP.

CONSTRUCTION SUPERINTENDENT $993.77 TO $1163.50 BIWEEKLY as of 11/12/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; TRAINING IN ARCHITECTURE OR THE BUILDING CONSTRUCTION TRADES DESIRABLE. 4 YRS. EXP.

COOK 1 $623.66 TO $702.45 BIWEEKLY as of 6/11/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED.

CORRECTION OFFICER 1 $661.81 TO $741.98 BIWEEKLY as of 11/22/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; ACCREDITED COLLEGE OR UNIVERSITY TRAINING IN LAW ENFORCEMENT, POLICE SCIENCE TECHNOLOGY, OR CRIMINAL JUSTICE PREFERRED; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPT.

CORRECTION OFFICER 1 (BOILER OP.) $661.81 TO $741.98 BIWEEKLY as of 12/15/81
ONE YEAR'S EXPERIENCE AS A HIGH PRESSURE BOILER OPERATOR IN HEATING OR (AND) POWER GENERATING SERVICE; SOME EXPERIENCE IN THE DIRECT CUSTODY OF INMATES IN A CORRECTIONAL FACILITY DESIRABLE.

CUSTODIAL WORKER 1 $479.70 TO $579.10 BIWEEKLY as of 10/30/84
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS.

DARKROOM TECHNICIAN $482.76 TO $590.09 BIWEEKLY as of 1/4/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COMPLETION OF A COURSE(S) IN PHOTOGRAPHY PREFERRED.

DEPUTY CLERK OF COURT 1 $769.23 TO $873.38 BIWEEKLY as of 12/18/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; LEGAL TRAINING DESIRABLE. 2 YRS. EXP. OR COMPLETION OF LEGAL ASST. PROG.

DEPUTY SHERIFF 1 $712.46 TO $929.87 BIWEEKLY as of 12/13/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. TWO YEARS OF ACCREDITED COLLEGE OR UNIVERSITY TRAINING, COURSES IN CRIMINAL JUSTICE, CRIMINAL LAW, POLICE SCIENCE, AND LAW ENFORCEMENT DESIRABLE; OR TWO YEARS RELATED EXPERIENCE IN THE FIELD OF LAW ENFORCEMENT.

DICTATING MACH. TRANSCRIPTIONIST (MEDICAL) $592.92 TO $665.79 BIWEEKLY as of 6/18/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 3 YRS. EXP.

DIRECTOR OF VOLUNTEERS $599.94 TO $679.53 BIWEEKLY as of 11/18/80
COLLEGE OR UNIVERSITY TRAINING IN BUSINESS ADMINISTRATION, PERSONNEL ADMINISTRATION, EDUCATION, OR A RELATED FIELD PREFERRED. 2 YEARS EXPERIENCE.

DUPLICATING EQUIPMENT OPERATOR 1 $511.36 TO $623.66 BIWEEKLY as of 2/7/84
TRAINING IN GRAPHIC ARTS PREFERRED.

DUPLICATING EQUIPMENT OPERATOR 3 $605.50 TO $681.99 BIWEEKLY as of 10/5/82
TRAINING IN GRAPHIC ARTS PREFERRED. 3 YRS. EXP.

ELECTRICAL MECHANIC SUPERVISOR $17.13 PER HOUR as of 9/24/85
7 YEARS' EXPERIENCE AS A JOURNEYMAN ELECTRICIAN AND POSSESSION OF A MASTER ELECTRICIANS LICENSE FROM THE CITY OF MILWAUKEE; POSSESSION OF A VALID WI DRIVER'S LICENSE MAY BE REQ. AT APPT; SOME SUPERVISORY EXPERIENCE PREFERRED.

EMERGENCY MEDICAL COMMUNICATOR $687.37 TO $771.18 BIWEEKLY as of 10/1/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. EMERGENCY MEDICAL TECHNICIAN-BASIC LICENSURE PREFERRED. ONE YEAR EXPERIENCE.

EMERGENCY MEDICAL SERV. INST. (HOSPITAL) $568.34 TO $635.31 BIWEEKLY as of 2/10/81
COMPLETION OF AN ADVANCED EMERGENCY MEDICAL TECHNICIAN TRAINING COURSE IN ACCORDANCE WITH CHAPTER 322 STATE OF WISCONSIN STATUTES. TWO YEARS EXPERIENCE.

ENERGY ASST. PROGRAM SPECIALIST $533.87 TO $690.02 BIWEEKLY as of 8/13/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. TWO YEARS' COLLEGE OR UNIVERSITY TRAINING PREFERRED WITH A MAJOR IN BUSINESS ADMINISTRATION , ACCOUNTING, COMPUTER SCIENCE, ECONOMICS, SOCIOLOGY OR SOCIAL WORK. 2 YRS. EXP.

ENGINEERING TECHNICIAN $681.66 TO $769.23 BIWEEKLY as of 7/2/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; HIGH SCHOOL LEVEL COURSES IN MATHEMATICS AND DRAFTING REQUIRED. POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT.

EYE CLINIC CLERK $558.72 TO $622.38 BIWEEKLY as of 8/3/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. COMPLETION OF AN APPROVED TECHNICAL TRAINING PROGRAM IN HEALTH CLINIC OPERATIONS AND MANAGEMENT DESIRABLE. 2 YRS. EXP.

EYE CLINIC TECHNICIAN $592.92 TO $665.79 BIWEEKLY as of 10/16/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; TWO COURSES IN COLLEGE-LEVEL PHYSICAL OR BIOLOGICAL SCIENCES REQUIRED. 1 YR. EXP

FILM STRIPPER $681.66 TO $769.23 BIWEEKLY as of 2/5/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. TRAINING IN THE GRAPHIC ARTS PREFERRED. 3 YRS. EXP.

FINANCIAL ASSISTANCE WORKER $513.39 TO $663.98 BIWEEKLY as of 3/13/84
GRADUATION FROM HIGH SCHOOL OF GED EQUIVALENT. TWO YEARS' COLLEGE OR UNIVERSITY TRAINING PREFERRED WITH A MAJOR IN BUSINESS ADMINISTRATION, ACCOUNTING, COMPUTER SCIENCE, ECONOMICS, SOCIOLOGY OR SOCIAL WORK. 2 YRS. EXP.

FINANCIAL ASSISTANCE WORKER $533.87 TO $690.02 BIWEEKLY as of 8/20/85
(HISPANIC)(VIETNAMESE)(HMONG)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 2 YEARS' COLLEGE OR UNIVERSITY TRAINING PREFERRED IN BUSINESS ADMINISTRATION, ACCOUNTING, COMPUTER SCIENCE, ECONOMICS, SOCIOLOGY OR SOCIAL WORK. 2 YRS. EXP.

FIREFIGHTER AND EQUIPMENT OPERATOR $711.62 TO $928.89 BIWEEKLY as of 2/8/83
HIGH SCHOOL GRADUATE OR GED CERTIFICATE REQUIRED. VALID WI DRIVER'S LICENSE.

FIREFIGHTER & EQUIPMENT OPERATOR IN CHARGE $896.68 TO $984.87 BIWEEKLY as of 10/30/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; ADDITIONAL COURSES IN FIRE TECHNOLOGY PREFERRED. EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATION REQUIRED AT TIME OF APPOINTMENT. 5 YRS. EXP.

FLORICULTURIST $534.67 TO $599.99 BIWEEKLY as of 11/22/83
TWO YEARS' EXPERIENCE IN ORNAMENTAL GARDENING WORK, INCLUDING THE PROPAGATION AND CULTIVATION OF DOMESTIC AND TROPICAL PLANTS, FLOWERS, AND EXOTICS; COMPLETION OF A CERTIFICATE (ONE-YEAR PROGRAM) BEYOND HIGH SCHOOL IN HORTICULTURE OR OF FIFTEEN COLLEGE CREDITS IN BOTANY MAY BE SUBSTITUTED FOR 3 MONTHS OF THE REQUIRED EXPERIENCE; COMPLETION OF A DIPLOMA (TWO-YEAR PROGRAM) BEYOND HIGH SCHOOL IN HORTICULTURE OR OF 30 COLLEGE CREDITS IN BOTANY MAY BE SUB. FOR 6 MO. REQ. EXP.

FOOD SERVICE WORKER 2 $413.73 TO $504.58 BIWEEKLY as of 1/2/80
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS. 1 YR. EXP.

FORMS CONTROL TECHNICIAN 1 $518.66 TO $584.43 BIWEEKLY as of 3/17/81
TECHNICAL TRAINING IN FORMS CONTROL PREFERRED. 2 YRS. EXP. OR ASSOCIATE DEGREE IN PRINTING OR PUBLISHING.

GARAGE ATTENDANT $491.75 TO $551.51 BIWEEKLY as of 5/27/80
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS; POSSESSION OF A VALID WI DRIVER'S LIC. AT APPT. ONE YEAR EXPERIENCE OR ONE YEAR VOCATIONAL TRAINING OR GRADUATION FROM TECHNICAL HIGH SCHOOL WITH SPECIALIZATION IN AUTO MECHANICS.

GARDENER 1 $641.59 TO $719.91 BIWEEKLY as of 5/31/83
SIX MONTHS OF EXPERIENCE IN THE CULTIVATION, PROPAGATION, AND CARE OF ORNAMENTAL PLANTS IN EITHER INDOOR OR OUTDOOR GROWING CONDITIONS; OR SATISFACTORY COMPLETION OF A CERTIFICATE (1 YR. PROGRAM) BEYOND HIGH SCHOOL IN HORTICULTURE OR OF 15 COLLEGE CREDITS IN BOTANY AND 3 MONTHS OF THE REQUIRED GARDENING EXPERIENCE; OR SATISFACTORY COMPLETION OF A DIPLOMA (2 YR. PROGRAM) BEYOND HIGH SCHOOL IN HORTICULTURE OR OF 30 COLLEGE CREDITS IN BOTANY.

GARDENER 2 $551.51 TO $618.33 BIWEEKLY as of 3/24/81
COMPLETION OF A CERTIFICATE (1 YR. PROGRAM) BEYOND HIGH SCHOOL IN HORTICULTURE OR OF 15 COLLEGE CREDITS IN BOTANY MAY BE SU SUBSTITUTED FOR 3 MONTHS OF THE REQUIRED EXPERIENCE; COMPLETION OF A DIPLOMA (2 YR. PROGRAM) BEYOND HIGH SCHOOL IN HORTICULTURE OR OF 30 COLLEGE CREDITS IN BOTANY MAY BE SUBSTITUTED FOR 6 MONTHS OF THE REQUIRED EXPERIENCE.

GLAUCOMA TECHNICIAN $465.61 TO $518.66 BIWEEKLY as of 4/21/81
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE LEVEL COURSES IN ANATOMY, PHYSIOLOGY, PHYSICS, OR OTHER PHYSICAL OR BIOLOGICAL SCIENCES DESIRABLE. ONE YEAR EXP.

GRAPHIC ILLUSTRATOR $534.67 TO $599.94 BIWEEKLY as of 5/6/80
FOUR YEARS' EXPERIENCE OR TRAINING AS A COMMERCIAL ARTIST.

GREENHOUSE TECHNICIAN $534.67 TO $599.94 BIWEEKLY as of 11/4/80
COLLEGE OR UNIVERSITY TRAINING IN PLANT PATHOLOGY, HORTICULTURE, OR BOTANY PREFERRED. 2 YRS. EXP.

HISTOLOGIC TECHNICIAN 2 $641.06 TO $722.34 BIWEEKLY as of 4/16/85
CERTIFICATION OR ELIGIBILITY FOR CERTIFICATION IN HISTOLOGIC TECHNIQUE BY THE AM. SOC. OF CLINICAL PATHOLOGISTS. 2 YR. EXP.

HOMEMAKER AID $402.30 TO $491.75 BIWEEKLY as of 11/18/80
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS. POSSESSION OF A VALID WI DRIVER'S LIC. PREFERRED.

HOSPITAL SAFETY OFFICER $785.85 TO $909.03 BIWEEKLY as of 1/3/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; ADDITIONAL TRAINING IN ENGINEERING, PERSONNEL MANAGEMENT OR SAFETY ENGINEERING DESIRABLE. 5 YRS. EXP.

HOUSEKEEPER 3 $839.89 TO $969.51 BIWEEKLY as of 4/24/84
HIGH SCHOOL DIPLOMA OR GED EQUIVALENT. 5 YRS. EXP.

IDENTIFICATION BUREAU ASST. $687.27 TO $771.18 BIWEEKLY as of 12/3/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; POSSESSION OF A VALID WI DRIVER'S LICENSE. 2 YRS. EXP.

INFO. CENTER TRAINING ASST. 2 $909.03 TO $1042.99 BIWEEKLY as of 5/7/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT REQUIRED. 4 YRS. EXP.

JURY MANAGER $947.94 TO $976.94 BIWEEKLY as of 9/14/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SPECIALIZED TRAINING IN MANAGEMENT, COMPUTER OPERATIONS, OR PROGRAMMING DESIRABLE. 3 YEARS EXP.

JUVENILE CORRECTIONAL WORKER $666.70 TO $751.24 BIWEEKLY as of 11/13/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE LEVEL COURSEWORK IN LAW ENFORCEMENT, CRIMINAL JUSTICE, PSYCHOLOGY, SOCIOLOGY OR SOCIAL WORK PREFERRED.

KEY PUNCH OPERATOR 2 $497.24 TO $607.79 BIWEEKLY as of 4/24/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 2 YRS. EXP.

LABORATORY CLERK $497.24 TO $607.79 BIWEEKLY as of 7/23/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 1 YEAR EXP.

LAUNDRY EQUIPMENT MECHANIC 2 $641.59 TO $719.91 BIWEEKLY as of 7/27/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 4 YEARS EXP.

LAUNDRY WASHER 2 $590.09 TO $661.81 BIWEEKLY as of 3/2/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 2 YEARS EXP.

LAUNDRY WORKER 1 $496.46 TO $605.50 BIWEEKLY as of 4/20/82
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS.

LAW STENOGRAPHER 3 $534.58 TO $568.34 BIWEEKLY as of 9/20/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; LEGAL SECRETARIAL TRAINING DESIRABLE. 4 YEARS EXP.

LIFEGUARD SUPERVISOR $5.10 TO $5.70 PER HOUR as of 6/12/84
ADVANCED ACCREDITED TRAINING IN PHYSICAL EDUCATION WITH EMPHASIS ON SWIMMING AND AQUATIC SPORTS PREFERRED; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT; CERTIFICATION IN CARDIO-PULMONARY RESUSCITATION; POSSESSION OF A CURRENT ADVANCED LIFESAVING CERTIFICATE; CERTIFICATION AS A WATER SAFETY INSTRUCTOR PREFERRED. 4 SEASONS EXP.

LIFEGUARD 1 $3.98 - $4.29 - $4.60 PER HOUR, 5 PAID BIWEEKLY as of 3/26/85
NONE

LOCKSMITH $741.98 TO $847.94 BIWEEKLY as of 2/1/83
GRADUATION FROM A TRADE OR VOCATIONAL HIGH SCHOOL DESIRABLE. 2 YRS. EXP.

MACHINIST $13.39 PER HOUR as of 9/6/83
GRADUATION FROM A FOUR-YEAR TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED. COMPLETION OF MACHINIST OR MAINTENANCE MACHINIST APPRENTICESHIP.

MATERIALS DISTRIBUTION CLERK $517.13 TO $632.10 BIWEEKLY as of 10/15/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. ADDITIONAL COURSE WORK BEYOND HIGH SCHOOL IN PRINCIPLES OF CENTRAL SERVICE MANAGEMENT DESIRABLE. ONE YEAR EXPERIENCE.

MEDICAL EXAMINER, FIELD INVESTIGATOR $785.85 TO $909.03 BIWEEKLY as of 8/14/84
GRADUATION FROM HIGH SCHOOL OR GED; POSSESSION OF A DEGREE FROM A COLLEGE OR UNIVERSITY DESIRABLE, PREFERABLY WITH TRAINING IN MEDICINE OR LAW; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT. 2 YRS. EXP.

MEDICAL LABORATORY AIDE 1 $497.24 TO $607.79 BIWEEKLY as of 12/11/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT WITH COURSES IN CHEMISTRY, BIOLOGY, AND OTHER NATURAL SCIENCES DESIRABLE. POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT.

MEDICAL SECRETARY $605.50 TO $681.99 BIWEEKLY as of 7/27/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; MEDICAL STENOGRAPHIC TRAINING DESIRABLE. 4 YEARS EXP.

MEDICAL TECHNOLOGIST 1 $794.80 TO $945.39 BIWEEKLY as of 4/16/85
CERTIFICATION OR ELIGIBLE FOR CERTIFICATION WITHIN 6 MONTHS OF APPOINTMENT AS A MEDICAL TECHNOLOGIST BY THE AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS OR ITS EQUIVALENT.

MENTAL HEALTH ASST. (COMMUNITY SUPPORT) $497.24 TO $641.06 BIWEEKLY as of 2/14/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENCY REQUIRED. 1 YR. EXP.

MENTAL HEALTH ASSISTANT $497.24 TO $641.06 BIWEEKLY as of 2/14/84

MENTAL HEALTH ASSISTANT (GERIATRIC) as of 2/14/84
MENTAL HEALTH ASSISTANT (GERIATRIC) (BILINGUAL) as of 2/14/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENCY PREFERRED. 1 YR. EXP.

MICROFILM OPERATOR-CLERK $511.36 TO $623.66 BIWEEKLY as of 5/21/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 1 YR. EXP.

MILLWRIGHT $14.04 PER HOUR as of 11/24/81
GRADUATION FROM A FOUR-YEAR TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED.
COMPLETION OF MILLWRIGHT APPRENTICESHIP AND 2 YEARS EXPERIENCE.

MUSEUM SECURITY GUARD 3 $599.94 TO $679.53 BIWEEKLY as of 3/25/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 3 YRS. EXP.

MUSEUM SCIENTIFIC ASST. (BOTANY) $402.30 TO $491.75 BIWEEKLY as of 12/16/80
MUSEUM SCIENTIFIC ASST. (COMPUTER)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT (PREFERABLY WITH COURSES IN BOTANY OR BIOLOGY) AND 6 MONTHS'
EXPERIENCE WORKING IN A MUSEUM'S SCIENTIFIC ASSISTANT PROGRAM. 6 MONTHS EXP.

MUSEUM SCIENTIFIC ASST. $402.30 TO $491.75 BIWEEKLY as of 12/16/80
(VERTEBRATE ZOOLOGY)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT (PREFERABLY WITH COURSES IN BIOLOGY OR ZOOLOGY) AND SIX MONTHS' EXPERIENCE
WORKING IN A MUSEUM'S SCIENTIFIC ASSISTANT PROGRAM. 6 MONTHS' EXP.

MUSEUM SCIENTIFIC ASST. 2 (BOTANY) $479.71 TO $534.67 BIWEEKLY as of 12/16/80
POSSESSION OF A HIGH SCHOOL DIPLOMA OR GED EQUIVALENT WITH MAJOR COURSES IN BOTANY AND ONE YEAR'S EXPERIENCE
IN A MUSEUM'S SCIENTIFIC ASSISTANT PROGRAM; COLLEGE OR UNIVERSITY COURSES IN BOTANY, CHEMISTRY, AND BIOLOGY DESIRABLE. 1 YR EXP

MUSEUM SCIENTIFIC ASST. 1 $402.30 TO $491.75 BIWEEKLY as of 12/16/80
(CONSERVATION OF HISTORIC AND ARTISTIC WORKS)
POSSESSION OF A HIGH SCHOOL DIPLOMA OR GED EQUIVALENT (PREFERABLY WITH COURSES IN STUDIO ART, ART HISTORY, OR BASIC LEV
CHEMISTRY) AND SIX MONTHS' EXPERIENCE WORKING IN A MUSEUM SCIENTIFIC ASSISTANT PROGRAM.

MUSEUM SCIENTIFIC ASST. 1 (GEOLOGY) $402.30 TO $491.75 BIWEEKLY as of 12/16/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT (PREFERABLY WITH COURSES IN GEOLOGY OR BIOLOGY) AND SIX MONTHS' EXPERIENCE
WORKING IN A MUSEUM'S SCIENTIFIC ASSISTANT PROGRAM.

MUSEUM SCIENTIFIC ASST. 1 $402.30 TO $491.75 BIWEEKLY as of 12/16/80
(EXHIBITS AND GRAPHICS)
POSSESSION OF A HIGH SCHOOL DIPLOMA OR GED EQUIVALENT (PREFERABLY WITH COURSES IN ART, SCULPTURE, COMMERCIAL ART, AND ART
AND CRAFTS) AND SIX MONTH'S EXPERIENCE WORKING IN A MUSEUM SCIENTIFIC PROGRAM.

MUSIC THERAPIST $769.23 TO $873.38 BIWEEKLY as of 10/9/84
REGISTRATION OR ELIGIBILITY FOR REGISTRATION WITHIN 6 MONTHS OF APPOINTMENT AS A MUSIC THERAPIST
BY THE NATIONAL ASSOCIATION FOR MUSIC THERAPY. 1 YEAR EXP.

MUSIC THERAPY PROGRAM COORD. $808.56 TO $938.64 BIWEEKLY as of 10/9/84
REGISTRATION AS A MUSIC THERAPIST BY THE NATIONAL ASSOCIATION FOR MUSIC THERAPY. 2 YRS. EXP.

NURSERYWORKER $518.66 TO $584.43 BIWEEKLY as of 10/7/80
SIX MONTHS' EXPERIENCE IN THE CULTIVATION, PROPAGATION, AND CARE OF PLANTS IN EITHER A NURSERY, GREENHOUSE, OR GARDEN; OR
SATISFACTORY COMPLETION OF A CERTIFICATE (ONE YR. PROGRAM) IN HORTICULTURE OR OF 15 CREDITS IN BOTANY PLUS 3 MONTHS OF
THE REQUIRED EXPERIENCE; OR SATISFACTORY COMPLETION OF A DIPLOMA (TWO YR. PROGRAM) IN HORTICULTURE OR OF 30 CREDITS IN BOTANY.

NURSING ASSISTANT 1 $497.24 TO $607.79 BIWEEKLY as of 6/11/85
GRADUATION FROM HIGH SCHOOL OR GED PREFERRED.

NURSING ASSISTANT 2 $465.61 TO $518.66 BIWEEKLY as of 2/3/81
GRADUATION FROM HIGH SCHOOL PREFERRED. 2 YRS. EXP.

OCCUPATIONAL THERAPY ASST. 1 $622.38 TO $701.30 BIWEEKLY as of 10/26/82
CERTIFICATION AS A OCCUPATIONAL THERAPY ASST. BY THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION; OR TWO YEARS' EXPERIENCE IN OCCUPATIONAL THERAPY WORK WITH MENTAL OR INSTITUTIONAL PATIENTS.

OCCUPATIONAL THERAPY ASST. 1 $518.66 TO $584.93 BIWEEKLY as of 10/26/82
CERTIFICATION AS AN OCCUPATIONAL THERAPY ASST. BY THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION; OR TWO YEARS' EXPERIENCE IN OCCUPATIONAL THERAPY WORK WITH MENTAL OR INSTITUTIONAL PATIENTS.

OCCUPATIONAL THERAPY ASST. 2 $681.66 TO $768.23 BIWEEKLY as of 1/17/84
TWO YEARS' EXPERIENCE AS AN OCCUPATIONAL THERAPY ASSISTANT UNDER THE SUPERVISION OF AN OCCUPATIONAL THERAPIST OR POSSESSION OF AN ASSOCIATE DEGREE AS AN OCCUPATIONAL THERAPY ASST. WITH ELIGIBILITY FOR REGISTRATION AS A C.O.T.A. BY THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION OR COMPLETION OF A CERTIFIED OCCUPATIONAL THERAPY COURSE WITH CERTIFICATION BY THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION AND ONE YEARS' EXPERIENCE AS AN O.T. ASST. UNDER THE SUPERVISION OF AN OCCUPATIONAL THERAPIST.

OIL, STOKER AND GAS EQUIPMENT TECH $13.75 PER HOUR as of 8/21/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 3 YRS. EXP.

PAINTER SUPERVISOR $12.85 PER HOUR as of 9/18/84
(BUILDINGS) (ESTIMATOR)
GRADUATION FROM A TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED; POSSESSION OF A VALID WI DRIVERS LICENSE. 5 YEARS EXPERIENCE AS A JOURNEYMAN PAINTER.

PARK EQUIPMENT SUPERVISOR $808.56 TO $938.69 BIWEEKLY as of 7/17/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. VOCATIONAL TRAINING IN THE REPAIR OF 2 OR 4 CYCLE ENGINES DESIRED. 4 YEARS EXPERIENCE.

PARK SUPERVISOR 2 $599.94 TO $679.53 BIWEEKLY as of 2/18/86
TRAINING IN PARK MANAGEMENT, HORTICULTURE OR FORESTRY PREFERRED; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT. 3 YRS. EXP.

PATHOLOGIST ASST. 1 $575.65 TO $696.40 BIWEEKLY as of 11/1/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; GRADUATION FROM A SCHOOL OF MORTUARY SCIENCE DESIRABLE.

PATIENT TRANSPORTER COORDINATOR $413.73 TO $509.58 BIWEEKLY as of 5/13/80
GRADUATION FROM HIGH SCHOOL OR GED PREFERRED. 1 YEAR EXP.

PAYROLL CLERK $607.79 TO $681.66 BIWEEKLY as of 6/18/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 3 YEARS EXP.

PHARMICIST 3 $923.80 TO $1102.43 BIWEEKLY as of 10/13/81
POSSESSION OF A REGISTERED LICENSE TO PRACTICE PHARMACY ISSUED BY THE WI STATE BOARD OF PHARMACY. 3 YRS. EXP.

PHARMACY AIDE 1 $497.24 TO $607.79 BIWEEKLY as of 5/28/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COMPLETION OF A PHARMACY TECHNICAL AIDE PROGRAM PREFERRED; TRAINING IN MATHEMATICS AND CHEMISTRY DESIRABLE; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT.

PHARMACY AIDE 1 $388.11 TO $468.54 BIWEEKLY as of 5/28/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; TRAINING IN MATHEMATICS AND CHEMISTRY DESIRABLE; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT.

PHOTO COMPOSITION EQUIPMENT OPERATOR $479.71 TO $539.67 BIWEEKLY as of 7/7/81
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 6 MO EXP OR APPROVED COURSE

REFRIGERATION MECHANIC $16.32 PER HOUR as of 8/20/85
COMPLETION OF AN AIR CONDITIONING AND REFRIGERATION OR STEAMFITTING (REFRIGERATION) APPRENTICESHIP RECOGNIZED BY THE WI DEPT OF INDUSTRY, LABOR AND HUMAN RELATIONS OR THE BUREAU OF APPRENTICESHIP AND TRAINING, U.S. DEPT. OF LABOR; OR COMPLETION OF AN ASSOCIATE DEGREE IN AIR CONDITIONING AND REFRIGERATION TECHNOLOGY. 4 YEARS EXP.

SAFETY AND SECURITY COORDINATOR $930.57 TO $1084.12 BIWEEKLY as of 9/18/84
(MENTAL HEALTH)
FIVE YEARS' EXPERIENCE IN SAFETY AND-OR SECURITY OPERATIONS, 2 YEARS' OF WHICH MUST HAVE BEEN ADMINISTERING OR SUPERVISING A SAFETY AND-OR SECURITY PROGRAM.

SECURITY OFFICER $660.84 TO $741.51 BIWEEKLY as of 3/5/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED.

SECURITY PROGRAM COORDINATOR $795.85 TO $909.03 BIWEEKLY as of 6/18/85
(COURTHOUSE COMPLEX)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SOME COLLEGE OR UNIVERSITY TRAINING DESIRABLE. 5 YRS. EXP.

SENIOR CITIZEN PROGRAM INST. $5.74 - $6.34 PER HOUR as of 4/13/82
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE OR UNIVERSITY TRAINING IN RECREATION, MUSIC, ARTS AND CRAFTS, OR PHY PHYSICAL EDUCATION DESIRABLE. POSSESSION OF A VALID WI DRIVER'S LICENSE AT THE TIME OF APPOINTMENT. 1 YEAR EXP.

SEWING MACHINE OPERATOR 1 $479.70 TO $579.10 BIWEEKLY as of 10/2/84
ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS. 1 YR. EXP.

SHEET METAL WORKER $14.18 PER HOUR as of 5/17/83
COMPLETION OF A SHEET METAL WORKER APPRENTICESHIP RECOGNIZED BY THE WI DEPT OF INDUSTRY, LABOR AND HUMAN RELATIONS; OR, FIVE YEARS' TRAINING AND EXPERIENCE AS A SHEET METAL WORKER IN THE CONSTRUCTION TRADES.

SPECIFICATION WRITER(PURCHASING) $741.51 TO $839.89 BIWEEKLY as of 4/17/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE OR UNIVERSITY TRAINING WITH COURSES IN SPECIFICATION WRITING OR POLICY AND PROCEDURE WRITING DESIRABLE; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT. 2 YRS. EXP.

STEAMFITTER-WELDER $14.80 PER HOUR as of 10/16/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT, TRADE OR VOCATIONAL HIGH SCHOOL PREFERRED; COURSES IN SHOP MATHEMATICS, MECHANICAL DRAWING, BLUEPRINT READING, PHYSICS, OR CHEMISTRY DESIRABLE.
COMPLETION OF STEAMFITTER'S APPRENTICESHIP AND 4 YEARS EXPERIENCE.

STORES SUPERVISOR $681.66 TO $769.23 BIWEEKLY as of 2/03/8]
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED. 4 YEARS EXP.

STUDENT AIDE 1 $3.11 PER HOUR as of 11/1/83
NO GRADUATION REQUIREMENTS. ABILITY TO UNDERSTAND AND FOLLOW BOTH WRITTEN AND ORAL DIRECTIONS.

STUDENT AIDE 2 (AUDIO-VISUAL) $3.83 PER HOUR as of 4/24/84
(EDUCATION) (INVERTEBRATE ZOOLOGY)
(EXHIBITS & GRAPHICS) (HISTORY) (VERTEBRATE ZOOLOGY)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; ADDITIONAL EDUCATION BEYOND HIGH SCHOOL WITH A MINIMUM OF 9 SEMESTER HOURS OF COURSE WORK IN ONE OF THE SUBJECT MATTER AREAS LISTED ABOVE.

STUDENT AIDE 2 $3.83 PER HOUR as of 9/11/84
(CLERICAL ACCOUNTS RECEIVABLE)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; ADDITIONAL EDUCATION BEYOND HIGH SCHOOL WITH A MINIMUM OF 9 SEMESTER HOURS IN ACCOUNTING.

PHOTOGRAPHIC LAB TECHNICIAN $660.84 TO $741.51 BIWEEKLY as of 8/7/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COMPLETION OF A TWO YEAR PHOTOGRAPHY PROGRAM PREFERRED. 2 YEARS EXP.

PHYSICAL FITNESS INSTRUCTOR $575.65 TO $646.40 BIWEEKLY as of 4/5/83
(HANDICAPPED PROGRAM)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SOME COLLEGE OR UNIVERSITY TRAINING IN THERAPEUTIC RECREATION OR ADAPTED PHYSICAL EDUCATION PREFERRED. 1 YEAR EXP.

PLUMBER $14.99 PER HOUR as of 9/18/84
POSSESSION OF A VALID JOURNEYMAN PLUMBER'S LICENSE ISSUED BY THE WISCONSIN DEPARTMENT OF HEALTH AND SOCIAL SERVICES. A VALID WI MOTOR VEHICLE OPERATOR'S LICENSE MAY BE REQUIRED AT THE TIME OF APPOINTMENT.

POWER PLANT HELPER $506.38 TO $570.60 BIWEEKLY as of 6/3/80
GRADUATION FROM HIGH SCHOOL PREFERRED.

POWER PLANT MAINTENANCE SUPERINTENDENT $1006.94 TO $1201.65 BIWEEKLY as of 6/22/82
GRADUATION FROM HIGH SCHOOL OR GED; ADDITIONAL TRAINING IN MECHANICAL MAINTENANCE DESIRABLE. 6 YRS. EXP.

PRINT SHOP SUPERVISOR $769.23 TO $873.38 BIWEEKLY as of 8/21/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT ; SOME ADDITIONAL TRAINING IN GRAPHICS ARTS BEYOND HIGH SCHOOL PREFERRED. 5 YEARS EXPERIENCE

PRINTER $568.34 TO $635.81 BIWEEKLY as of 9/30/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SOME ADDITIONAL TRAINING IN GRAPHIC ARTS BEYOND HIGH SCHOOL PREFERRED. 3 YR EXP

PROGRAMMER 1 $785.01 TO $911.30 as of 9/6/83
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 2 YRS. EXP.

PSYCHIATRIC CASEWORKER 1 $517.13 TO $632.10 BIWEEKLY as of 8/6/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 2 YEARS OF COLLEGE MAY BE SUBSTITUTED FOR REQUIRED 1 YR. EXP.

RADIOLOGIC TECHNOLOGIST 2 $691.66 TO $769.23 BIWEEKLY as of 6/25/85
REGISTERED AS A RADIOLOGIC TECHNOLOGIST BY THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS. 2 YEARS EXP.

RECREATION INSTRUCTOR-EXCEPTIONAL CHILDREN $9.5137 PER HOUR as of 8/18/81
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE OR UNIVERSITY TRAINING IN PHYSICAL EDUCATION, RECREATION, OR EXCEPTIONAL EDUCATION PREFERRED.

RECREATIONAL LEADER 1 $9.27 PER HOUR as of 6/4/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; SOME COLLEGE OR UNIVERSITY TRAINING IN PHYSICAL EDUCATION OR RECREATION DESIRABLE.

RECREATION LEADER 2 $9.73 PER HOUR as of 6/4/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; COLLEGE OR UNIVERSITY TRAINING IN PHYSICAL EDUCATION OR RECREATION DESIRABLE. 2 SEASONS EXP.

RECREATION LEADER 3 (COMMUNITY CENTER) $691.06 TO $722.34 BIWEEKLY as of 1/24/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE OR UNIVERSITY TRAINING IN RECREATION PREFERRED. 3 YRS. EXP.

RECREATIONAL THERAPIST 1 $622.38 TO $701.30 BIWEEKLY as of 10/18/83
GRADUATION FROM HIGH SCHOOL OF GED EQUIVALENT; POSSESSION OF A BACHELOR'S DEGREE IN RECREATIONAL THERAPY DESIRABLE. 2 YR EXP

STUDENT AIDE 2 $3.72 PER HOUR as of 6/14/83
(MUSEUM LIBRARY)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; SATISFACTORY COMPLETION OF A MINIMUM OF 9 SEMESTER HOURS OF COURSE WORK BEYOND HIGH SCHOOL IN LIBRARY SCIENCE OR 6 MONTHS OF EXPERIENCE IN LIBRARY WORK. EQUIVALENT COMBINATIONS OF EDUCATION OR JOB-RELATED EXPERIENCE MAY BE CONSIDERED.

SURPLUS EQUIPMENT $741.98 TO $847.94 BIWEEKLY as of 11/29/83
RECLAMATION SUPERVISOR
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE TRAINING IN INDUSTRIAL ARTS PREFERRED; POSSESSION OF A VALID WI DRIVER'S LICENSE AT TIME OF APPOINTMENT. 2 YRS. EXP.

TAXIDERMIST 3 $659.18 TO $759.42 BIWEEKLY as of 2/21/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT.

TELEMETRY TECHNICIAN $575.48 TO $641.06 BIWEEKLY as of 5/29/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; COURSES IN COMPUTERS, ANATOMY, PHYSIOLOGY, BIOLOGY OR IN THE HEALTH SCIENCE FIELD DESIRABLE. 1 YEAR EXP.

TELLER 1 $7.41 PER HOUR as of 7/30/85
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT. 3 YRS. EXP.

TESTIMONY REPORTER $518.66 TO $589.43 BIWEEKLY as of 5/6/80
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT PREFERRED; ADVANCED TRAINING IN SHORTHAND OR STENOTYPE DESIRABLE.

TRACKLESS TRAIN OPERATOR $7.48 PER HOUR as of 9/3/85
GRADUATION FROM HIGH SCHOOL; COLLEGE OR UNIVERSITY TRAINING DESIRABLE. POSSESSION OF VALID DRIVER'S LICENSE AT TIME OF APPOINTMENT.

UNIT CLERK $511.36 TO $623.66 BIWEEKLY as of 10/23/84
GRADUATION FROM HIGH SCHOOL PREFERRED. 2 YRS. EXP.

WOODWORKING INSTRUCTOR $5.06 PER HOUR as of 9/18/84
COMPLETION OF COURSES IN WOODWORKING PREFERRED.

WORK RELIEF PROG. INTERVIEWER $497.24 TO $641.06 BIWEEKLY as of 12/18/84
" " " " (BILINGUAL)
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENCY REQUIRED. 1 YEAR EXP.

ZOOKEEPER $702.45 TO $785.85 BIWEEKLY as of 4/10/84
GRADUATION FROM HIGH SCHOOL OR GED EQUIVALENT; COLLEGE OR UNIVERSITY TRAINING IN ZOOLOGY AND ANIMAL HUSBANDRY DES.

-52-

REFERENCES

Carson, Betty W. Acceptance of General Educational Development (GED) in Hiring Policies of Denver Area Employers. Unpublished doctoral dissertation, University of Northern Colorado, 1983.

Cervero, Ronald M. and N. Lyn Peterson. After the GED Tests: Employment and Training Activities of GED Examinees. (GEDTS Research Studies, No. 4). Washington, D.C.: American Council on Education, 1982.

Cheatham, C.W. The High School Graduate, an Indicator of a Quality Marine? (Master's Thesis). Fort Leavenworth, Kansas: U. S. Army Commands and General Staff College. June, 1978.

El Paso Independent School District. Adult Education Project Research Findings. (ERIC Document Reproduction Service No. ED 181 228). January, 1980.

Elster, R. S. and E. S. Flyer. A Study of the Relationship Between Educational Credentials and Military Performance Criteria. (BDM/M-TR-0018-81). Monterey, California: Naval Postgraduate School, July, 1981.

Flyer, E. S. Factors Relating to Discharge for Unsuitability Among 1956 Airman Accessions to the Air Force. (WADC-TN-59-201). Lackland Air Force Base, Texas: Personnel Research Laboratory, December, 1959.

Gaskin, Fred. GED Graduate Study: We're Making Tomorrow: Adult Basic Education. Palos Hills, Illinois: Moraine Valley Community College, (ERIC Document Reproduction Service No. ED 242 379). September, 1982.

Ladner, Robert A. Educational and Occupational Activities of GED and Conventional High School Graduates in Florida. Report to the Bureau of Adult and Community Education, Tallahassee, Florida: Florida Department of Education, 1984.

Laurence, Janet H. The Diploma As a Military Performance Predictor: It Works, But Why? Paper presented at the 91st Annual Convention of the American Psychological Association, Anaheim, California, August, 1983.

Malizio, Andrew G. Who Takes the GED Tests? A National Survey of Spring 1980 Examinees. (GEDTS Research Studies, No. 1). Washington, D.C.: American Council on Education, 1981.

Malizio, Andrew G. and Douglas R. Whitney. Educational Credentials in Employment: A Nationwide Survey. (Office on Educational Credit and Credentials Research Brief.) Washington, D.C.: American Council on Education, May, 1985.

Manley, Neil and Mary Chanutus. A Survey: Perceptions of the College of Lake County's GED Program As Seen by Former Students and Area Personnel Managers. (ERIC Document Reproduction Service No. ED 161 471). 1979.

Manitoba Department of Education. Acceptance of General Educational Tests (G.E.D.) by Employers in the Province of Manitoba. Manitoba, Canada. February, 1981.

McClung, Ronald B. Assessing the Effect of Adult High School Completion Programs on Graduate Placement. (ERIC Document Reproduction Service No. ED 156848). September, 1977.

Moore, Lawrence. A Follow-Up of Adults Who Were Administered the General Educational Development Test in Kentucky During 1976, Frankfort, Kentucky: State Department of Education, Division of Adult Education. (ERIC Document Reproduction Service No. 222 583). June, 1982.

Parker, Barbara Jean. Kansas Statewide Survey of Persons Successfully Completing the General Education Development (GED) Test. Unpublished doctoral dissertation, Kansas State University, 1976.

Pipho, Christian. The General Educational Development (GED) High School Equivalency Certificate Program in Colorado. Unpublished doctoral dissertation, Colorado State College, Greeley, Colorado. 1965.

Reed, Naomi V., Andrew G. Malizio, and John P. Fields. Two Years After the GED Tests: Employment, Education and Training Activities of GED Examinees. Paper presented at the National Adult Education Conference, Louisville, Kentucky. (ERIC Document Reproduction Service No. ED 252 650). November, 1984.

Sinaiko, H.W. (Ed.) First Term Enlisted Attrition Volume I: Papers. (TR-3). Arlington, VA: Office of Navel Research, June, 1977.

Spille, Henry A. General Tice's Memorandum (Attached) and Other Matters Relating to the Recruitment of GED Graduates by the Armed Services. (GEDTS Memorandum No. 27). Washington, DtCt: American Council on Education, August, 1983.

-----. Military Recruiting Policies for GED Graduates. (GEDTS Memorandum No. 27.) Washington, D.C.: American Council on Education, January, 1983.

Srull, D.W. (Ed.) Analyst Workshop: Predictors of Performance. Washington, D.C.: Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs), March, 1974.

Theile, Joe E. and Charles A. Sloan. Impact of the Successful Completion of the GED on Candidates and Their Employers. (ERIC Document Reproduction Service No. ED 244 051). 1984.

Toomepuu, J. Soldier Capacility - Army Combat Effectiveness (SCACE). Volume I. Main Report (ACN64024). Fort Benjamin Harrison, Indiana: U.S. Army Soldier Support Center, USAREC, April, 1981.

Tyler, Ralph W. Conclusions and Recommendations of a Study of the General Educational Development Testing Program. Washington, D.C.: American Council on Education, 1956.

U.S. Bureau of the Census. Money Income of Households, Families and Persons in the United States: 1980. Washington, D.C.: U.S. Department of Commerce, 1981.

U.S. Department of Defense. Implementation of New Armed Services Vocational Aptitude Battery and Actions to Improve the Enlistment Standards Process. Report to the House and Senate Committees on Armed Services. Washington, D.C.: Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), December, 1981.

-----. Defense Manpower Quality Requirements. Report to the Senate Committee on Armed Services. Washington, D.C.: Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics). January, 1974.

U.S. Department of Labor. "Labor Force Patterns of Students, Graduates and Dropouts, 1981". Monthly Labor Review, pp. 39-42.

-----. "More U.S. Workers are College Graduates," Monthly Labor Review, pp. 46-49, March, 1984.

-----. "One-Fourth of the Adult Labor Force are College Graduates," Monthly Labor Review, pp. 43-46, February, 1985.